App. F. IX-4

193/ Pts)

File No. 1-3/

Serial Nos. /

Previous References
Pts 4-28 & 5+6.
- 4-25 - 146. 148.
- 1-27 - 13.
- 28-2a - 38. 64. 65. 70. 72
G.M 80-14 & 2-5+46.

Later References
Pts 4-32 & 7. 8. 10. 13
and [illegible]-32 [illegible]
Pts 26-33 & 1-4.
{ Law 11-34 (228 of 7)
Law 106-34 - 1-5

preserve
B31/9

General and Revenue Secretariat.

Pts 24-3[illegible] 1-2
11 52-3801 1/9
52-38 Nos. 3-4.
10 -4/

Serial Nos. /

Part B for August 31

SUBJECT.

Supply of Forms & Stationery free of charge
Several Departments

G 201-6a 9 8.7.31.

To.
The Supt. of Stationing & Printing.
The Comptroller.
The Heads of Depts
The Dy's of Dts.
The Secretaries to Govts

Approval of the revised rules for supply of stationery & forms to the several Departments

Serial No.

Form S 4823-88 Pap B. 66.29 - 2

& 27th June 1930

Passing orders on the Pros Com^te Report

Revision of Foot order of 27th May 1904 Re Bishop's Gr of Blakeney and form

In para 2, of the F.O. it is stated that a separate order will issue re the revision of the Os of 27th May 1904. Before taking action in this matter the Registry & Dept should be officially consulted as to whether the revised Rules proposed by the Pros Com^te are such orders as may be accepted or if any further alterations are necessary to suggest the same

Mr Wood 2) Ch appd: the appendices Bo will be got verified by the Dy.
28/7 different Scrts in the Nth Constance

Chief Secy) 28/7

3) Yrs

4) Secy and Dy will make spare copies & send to Secy Ecclesiastical Dept 5/8 and Financial Secy

Res Secy

Res Secy

J.C.P.C.

L.L.S.

P.B.B.

Mr Grayson

Secy

NO Remarks will be - 6.8.30

WD 02328—GPB—10,000—22-4-31

Serial No.

b). Nic[illegible] relating to Ed may
= kindly get verified by the Edn office
from the D.P.I. which presumably keeps
= list of the officers of the Edn Deptt who are
entitled to midnight free of charge

6) No Remarks relating to the
Instn
21.8.
7) No new order relating to Joint Stock Companies Act

25/8/1930. 8) Passed on to Rev Br with Compts
KP
25/8.

) Under VI Survey., & Dt Survey offi
may perhaps be added.
Initials of Bombay
Govt Compts

to Rev Br with remarks
as
19/9/30
from Rev Br with compts

11) no remarks
29/9 29/9
Miller

12) Supdt Rev Instr Mill[illegible] Revenue
The Mirzai Secretariat is no
longer a Separate entity but
29/9 forms its share of the Secretariat from the G.R.S.
The Manager Mirzai Estate has recently been appointed.
The Mirzai Commissioner may perhaps
be consulted about alterations to the
appendix in question, if any as regards
the affairs of the Mirz. Deptt and of institutions
[illegible] The Revenue Branch will confine

General and Revenue Secretariat | File No | of 193

Serial No.

1. Home. Pay & allowances
2. Medical
3) Medical
4) Pay
5) G.M.

Medl Deptt may be omitted from App C as in App B. This Deptt has been included as being entitled to get-

4) Against 12 - mily - in App C the following words in brackets may be inserted
(C. Quits other than those mentioned in App B

Health Deptt :- The Hea Dept may be discon separately with some additions as noted below
Director of Health in Mysore
Consultant to Health Officer Mysore
Dairy Supervisor in Mysore
Assistant Chemical Exam
Vaccine Institute
All Assistant Surgeons of Hassan & Mysore
Health Officers of Bangalore & Mysore City
and the Medical Officer of Health Kolar & Z.
District Taluk Health Officers (Vaccination Dept)
Health Officers in charge of Municipal Station
Guard to riders

02328—GPB—10,000—22-4-30

necessary changes have been made

Subd. Dt. Co. Secy. from the notes of the General branches than ~~the~~ in respect of the Education Dept. ~~Dept~~ Manager Depts. by the Manager to be addressed from the Depts. Concerned. The file ~~should~~ be referred back officially to the Dept. of Public Instruction and the Manager Court?

Secy

23/10. 18) The proposal now is that the Supdt: should prepare an indent for each of the offices - based on the average of three years - and get it scrutinized by the Offices concerned. The offices from which ~~indents~~ are now received are not known the list given in Ap: B cannot therefore be properly Verified. A few additions are suggested in each Appendix (in pencil) Rule 14 & the heading of Ap: B seem too to require alteration, as indicated pencil.

19) If agreed: the file will be forwarded to the Supdt. of Stationery, for scrutinizing the ~~proposed~~ revised rules & once again & bringing the appendix upto date.

(Chief Secy.)

AD
23/10

4) Appendix " — " showing the officers entitled to obtain Forms and Stationery free of charge has been brought up to date and a copy of the revised list is submitted for kind perusal. The revised Stationery Rules have been designed with a view to facilitate the prompt supply of Forms and Stationer to the several offices and may be approved. The Heads of Departments and Deputy Commissioners of Districts may be requested to forward to the Stationery Depot a carefully-prepared consolidated final list showing the quantity of each Form and Stationery article required to be sent to the offices ~~and~~ direct to each of the offices under their control, which will form the basis of future supplies to all offices direct and will dispense with the transmission of consolidated annual indents by the Department

Subs for General Circular to
Whether the Opinions of the Supreme Ct
may be accepted as final &
a draft Revising the 8th & 12th
para may be put up

Yours ever
Chh 12/12
(Chief Secy)

23) The Supreme Court is in accordance with the view of the Revenue Commissioner expressed and may be accepted.

4) Subject to the amendment in the list marked in the enclosure pencil X which appears to be an omission

19/12/20

24) Sanad & Authorities under which the officers referred to are entitled to the Supreme Court are not traceable in the Supreme Court of Judicature

25 26) The Chief Secy has raised the question whether the following officers should be supplied with Gratuitous pass of Court:

1) Record of Rights Dy Commissioner.
2) Pvt Secy to Hon'ble Governor
3) Darogah Officer Burgahs Palace
4) Despatch Peon Hon'ble Palace
5) Khansamah Doctor, Chinsurah
6) Doctor Attached to Residency, Chinsurah
7) Medical Officer Residency Sibpur
8) Engineering Staff Commissioner
9) Do Asstt Secy Commissioner

Serial No.

two communications from the Supdt Govt Stn
No 18.61 dt 11.5.31 & 1916 dt 18.5..
Furnishes the summary under which Stat[y]
articles are supplied free to the officers mentio.
by the Financial Secretary in para 2 supra

3/ After the papers are perused by the
Financial Secretary, necessary further action
be taken

Submit for orders
with ref: to parag. 2(

M. Ws
21/5/31

Asst Secy)
22/

AS
25/5/31

M
Seen - Thanks
26/5

31 The draft Rules proposed by the
Press Committee for the Supply
of Stationery with Appendix B
as revised by the Supdt Govt
Printing - are for orders. as
Mr also the modification suggested
31/5/31 in the last sentence of the
U.O note of the Supdt are
for orders. (Rules 12 & 13 may
have to be omitted)

32/ Out of the items mentioned in
the list forwarded by the Supdt

are proposed to be omitted. Some of the other items referred to by the Financial Secy, are covered by Govt sanctions and may perhaps remain.

2) Please propose a draft approving of the draft Rules & App: B as slightly revised & adding the last sentence of the U.O. note, as a separate parag

OFFICE OF THE THIRD MEMBER OF COUNCIL
11 JUNE 1931
No. 7205.

2/6

3 4) Adra

Perhaps. It is for consideration whether Rules 12 & 13 require revision in the light of the U.O note of the Dy Secy re having a consolidated trial list - for all future supplies. If so he may be asked to suggest the modification.

MZ 5/6

A draft order is suggested for consideration.

RR 5/6.

Chief Secy)

III Mr. Member RR 6/6/31

and the two members

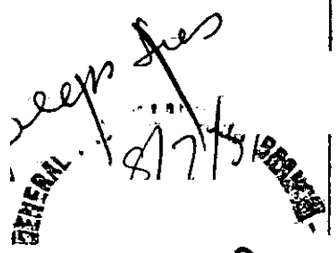
Does not seem to require any alterati

6 JUN 1931

OFFICE OF THE SECOND MEMBER OF COUNC
12 JUNE 1931
No. 10736.

General and Revenue Secretariat File No. of 193

Serial No.	
1	Govt Printing " Comptr to Govt " H. ds q Dy Chf " D. C. q Wks " Secretaries to Govt G 201-60 of 8-9-3, Issues rules re supplying and forms free q charge to



Government of his highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 14823-80—P. & S. 66-29-2, dated 27th June 1930.

Press Committee.

Passes orders on the several recommendations of the —— appointed by Government to suggest measures for effecting economies under Government Printing and Stationery.

READ—

Government Order No. G. 14899-904—P. & S. 91-28-1, dated the 20th June 1929, appointing a Committee to examine the question of the rise in the annual expenditure under Government Printing and Stationery and to submit proposals for effecting economies in both the Departments.

2. Letter dated the 27th March 1930, from the Secretary to the above Committee submitting report of the Committee for the orders of Government.

ORDER THEREON No. G. 14823-80—P. & S. 66-29-2, DATED 27TH JUNE 1930.

The expenditure under Printing as well as Stationery has been increasing year by year and although this increase is partly the result of the normal expansion of business in the several Departments, Government felt that it was desirable to take stock of the situation and see if it was possible to effect economies so as to keep down the cost of these services. They accordingly appointed, in June last a Committee consisting of the marginally noted gentlemen to examine the question.

(1) Rajasevaparayana Mr. B. Srinivasaiengar, B.A., B.L., Financial Secretary to Government, and Inspector of Office Systems (Chairman).
(2) Mr. B. Puttaiya, B.A., Superintendent, Government Printing, Bangalore (Member).
(3) Mr. A. V. Ramanathan, B.A., Deputy Commissioner, Kolar District (Member).
(4) Mr. C. Hayavadana Rao, B.A., B.L., Editor, Economic Journal, Bangalore (Member).
(5) Mr. D. C Sibbarayappa, B.A., B.L., Assistant Secretary to Government (Secretary).

2. The Committee have investigated in detail the factors that have contributed to the increase of expenditure in the Government Press and studied its methods of working as compared with those prevailing in other printing establishments in Mysore and elsewhere and have submitted an exhaustive report, which is printed as an annexure to this order. The report traverses the whole range of work in the Government Press and the Stationery Depot and deals with the various defects observed in the existing methods. It also embodies proposals intended to remedy these defects and to secure economy in the cost of printing and stationery. The Committee anticipate that as a result of their proposals, a saving of about Rs. 30,000 per annum may be eventually obtained in the budgets of the Press and Stationery Depot.

3. Before passing orders on the various recommendations of the Committee, Government wish to place on record their appreciation of the thorough manner in which the Committee have dealt with the questions referred to them for investigation.

I. REVISION OF WORKING HOURS.

4. The Committee recommend a change in the existing working hours of the Government Presses at Bangalore and Mysore so as to bring them into line with the practice obtaining in private printing establishments in the State and in Government Presses elsewhere and suggest that they may be raised from 6 to 8 hours a day or from 36 hours to 45 hours a week. Government consider that the reasons urged by the Committee in favour of this proposal are sound and accordingly direct that the following change in the hours of work in both the Government Presses may be effected from 1st July 1930:—

5. On all week days excepting Saturday, two periods. | Afternoon—from 1-30 P.M. to 5-30 P.M.

II. Reduction in Piece-work wages.

5. The Committee have come to the conclusion that the rates of piece-work wages now allowed to compositors are capable of reduction and that they might be fixed on a sliding scale of 2 pies, 2½ pies and 3 pies per line composed, as shown in the margin, in lieu of a uniform rate of 3 pies now in force. This, in the opinion of the Committee, will ensure more equitable payment according to the service and capacity of the men. Government agree with the views of the Committee and are pleased to approve of the sliding scale of rates proposed. They also accept the proposal that, when piece-work compositors are employed on the work of permanent compositors in temporary vacancies, they may be paid either on hour account basis (at the rate of 2 annas, 2¼ annas and 2½ annas per hour, according to their service) or in accordance with the provisions of the Mysore Service Regulations, at the discretion of the Superintendent.

(1) 1st class with a service of over 10 years at an average rate of wages of 3 pies per line composed.
(2) 2nd class with a service of 5 to 10 years at 2½ pies per line, and
(3) 3rd class up to 5 years' service at 2 pies per line.

III. Abolition of the Hour-Account and Piece-work Systems.

6. The Committee propose the abolition of the hour account system in the composing branch and of the piece-work system in the Machine and the Binding Branches and the absorption of the men in these branches into the permanent staff. The rates of pay proposed are based on those prevailing in Private Presses and on the present average earnings of the men. The proposals are expected to result eventually in a reduction of 11 men out of 317 men now borne on the piece-work establishment and in a saving in cost which is estimated at Rs. 15,700 per annum. Government are pleased to approve of the above recommendations of the Committee so far as they relate to the composing and machine branches and request the Superintendent to examine further the question of effecting economies in the system of payment to members of the Binding Establishment.

IV. Revision of Staff.

7. The Committee consider that, in view of the comparatively low pay of the officials and the proposed increase in their hours of work, it is desirable to grant some increase of pay to the subordinate ministerial and supervising staff of the Government Presses. They therefore recommend that the proposals submitted by the Superintendent some time back for giving increase to some of these officials, at a total cost of about Rs. 5,000 may now be sanctioned. As regards other members of the permanent subordinate establishment whose cases were not dealt with in the Superintendent's proposals just referred to, the Committee recommend the grant of absorbable personal allowances at suitable rates, the total cost not exceeding Rs. 4,000 per year. The Committee are confident that the additional expenditure resulting from the acceptance of these proposals would be more than offset by the savings accruing immediately in other directions. Subject to this condition, Government are pleased to approve of the recommendations of the Committee. The Superintendent, Government Printing, is requested to submit a detailed statement of the increases and allowances to be given, limiting the cost on this account to Rs. 9,000 per year.

V. Regulation of Rush Work.

8. The Committee are of opinion that much avoidable expenditure can be saved if the indenting departments refrain from sending orders for rush work to the Press and allow their work being done as far as possible during the usual business hours. In this connection, they suggest the appointment of a Liaison Officer for regulating the flow of work into the Presses.

Government are of opinion that with the increase in the number of working hours in the Government Presses and with the improvement in the methods of handling work referred to under item No. VIII below, there should be little or no occasion for incurring any expenditure on overtime work. In order to ensure this, indenting departments will be asked to avoid sending orders for rush work as far as possible. The Superintendent, Government Printing and the Assistant Superintendent, Mysore

Branch Press will at the same time be authorised to refuse accepting any work involving the payment of overtime allowances to any appreciable amount, unless such work relates to the State Budget or to the meetings of the Representative Assembly and the Legislative Council or is received from the Palace, the Dewan's Office or the Chief Secretary to Government.

The Superintendent will act as a vigilance officer under the general guidance of the Chief Secretary to Government and bring to the notice of Government any work received for printing which he considers to be unnecessary or which, in his opinion, involves disproportionate expenditure. He should also obtain the orders of Government before executing any indent for work of an unusual character or for printing in expensive styles or sizes. In the case of paying departments, requests for such work may be generally complied with, but the matter may be brought to the notice of Government.

By giving effect to the above instructions, there would be no need for the appointment of a separate Liaison Officer as proposed by the Committee.

VI. Transfer of Printing Work to Private Presses.

9. This question is being repeatedly pressed on the attention of Government by the managers and proprietors of some of the private printing presses in the State for several years without a satisfactory solution being arrived at in the matter, due mainly to the inadequate equipment of most of the private presses to deal with the work entrusted to them expeditiously and in conformity with the standard expected. A beginning has, however, been made in recent years in turning over to private printing presses some of the work which was usually being done in the Government Press such as selected educational text-books, etc. The Committee have now framed a provisional schedule of items of work that should ordinarily be entrusted to private presses either on the open tender system or on periodical contracts on a competitive basis and recommend that these works may be gradually turned over to the private presses.

The question is beset with practical difficulties. In the first place, on account of the increase in the number of working hours, some work has to be retained in the Government Presses to keep the men fully engaged. Secondly, there are not many private presses having the necessary equipment and staff to handle the work promptly and efficiently. Government are, however, in sympathy with the proposal to foster and encourage local printing industry and are accordingly pleased to order that such of the works as are scheduled by the Committee and for which the departments concerned have provision to pay from their respective budgets, may be gradually entrusted to private presses on the open tender system or on periodical contracts on a competitive basis. The Superintendent should, however, satisfy himself before actually entrusting the work whether the private press is suitably equipped to handle the kind of work tendered for by it. Of the works included in the schedule by the Committee, the printing of the Criminal Records may continue to be done in the Government Press.

VII.—Efficiency in the Machinery Equipment.

10. From an examination of the existing machinery in the Government Press, the Committee have come to the conclusion that some of the machines in use in the Press are old and obsolete and require to be replaced in the interests of securing maximum efficiency in the work turned out. They recommend the formation of a Depreciation Fund on the lines of the Rules in force in the Government of India Presses, the provision of funds required for renewal and replacements of plant and machinery in the Press being as far as possible regulated on the amount at the credit of the *pro forma* account kept in the Press under the said Rules. This proposal of of the Committee is approved as also the draft Rules appended to the Report in Appendix C, subject to any modification in detail which may be indicated by the Comptroller.

11. The Committee are of opinion that there is much unnecessary wastage in the consumption of electric power on account of the existing system of collective drive instead of individual drive for the machines installed in the Press. They suggest

that if each machine or group of machines is connected with a separate motor so that there may be no consumption of power when a machine is not actually at work, a saving of over Rs. 2,000 per annum is likely to result in the cost of electric power. The Superintendent is requested to examine the suggestion in consultation with the Electrical Department with reference to the initial cost involved for new motors of smaller power required for the machines and to submit definite proposals for the orders of Government.

VIII.—Revision of Methods of Work.

(*i*) *Technical Rules of the Press.*

12. The Committee have noticed that there is considerable laxity on the part of Government departments in observing the technical rules of the Press in the matter of sending manuscript for printing and in calling for and returning proofs and that this laxity contributes to the increase of avoidable expenditure in the Press. With a view to remedy this defect, they have drawn up a set of Rules (Appendix D) which are calculated to improve the existing procedure in regard to the preparation of manuscript and the passing of proofs. These rules are approved with the observation that as they provide for the final passing of proofs in the many cases by the Press staff without reference to the indenting department, it is necessary to have competent and trained men for this work in the Government Presses. The Superintendent is requested to take necessary steps in this direction.

(*ii*) *Decentralisation of Work.*

13. The Committee consider it desirable in the interests of efficiency to effect a decentralisation in the management of the various branches of work in the Government Press at Bangalore. They accordingly recommend that the work in the Press should be broadly divided into three sections, (1) the Press Proper, (2) the Accounts Section and (3) the Forms and Stationery Section and that the first and third sections should be in direct charge of separate Gazetted Assistants and the second in charge of a qualified officer of the status of a Divisional Accountant in the Public Works Department. Government are pleased to approve of the recommendation of the Committee and direct that an Accountant on Rs. 100 per mensem be appointed for the charge of accounts work in the Press from 1st July 1930, the appointment being included in the revision proposals to be submitted by the Superintendent as ordered in para 7 supra. These officers should be able to relieve the Superintendent of much of the routine work so that he may be free to devote his attention to larger questions connected with the organisation, equipment and efficient management of the various branches of work under his control and to a continuous study of possible economies.

IX. Miscellaneous.

(*i*) *Standardisation of Covers and Note Papers.*

14. The Committee observe that there is no uniformity in this respect at present and there is avoidable waste of paper. They are of opinion that appreciable economies could be effected by arranging to supply covers and notepapers to officers in nine standard sizes as noted in the margin—the supply of special note papers and envelopes other than the standard sizes being limited to the Palace, the Members of Government and the Secretaries. Government approve of these proposals.

COVERS.	NOTE PAPERS.	ENVELOPES.
Foolscap.	Post quarto.	Chit, large post.
Demy.	Large Post Octavo.	Chit, small post.
Foolscap folio.	Small do	
File.		

(*ii*) *Discontinuance of Free Printing.*

15. The Committee also take exception to the system now in vogue of allowing free printing in the case of work pertaining to semi-official bodies like the Mysore Engineers' Association, the Mysore Civil Service Association, etc. They suggest that the system may be discontinued and a subvention may be given to them if necessary for getting their work printed elsewhere. Government approve of this suggestion.

(*iii*) *Standardisation of Forms.*

6. The Committee suggest that the departments whose forms and registers have been standardised should keep their respective standard lists up-to-date and intimate modifications to the Superintendent of Stationery in time as required by

No. G. 14823-80—P. & S. 66-29-2, DATED 27TH JUNE 1930.

Government Order No. G. 12285-92—E. A. 7-23-3, dated 29th February 1924, with a view to avoid the risk of printing obsolete forms and also printing more forms than are actually needed. They also suggest that the Superintendent should report to Government instances of laxity in this respect and that whenever demands for printing larger numbers of forms than are provided in the standard list are made, he should satisfy himself that a case has been made out for the increased supply and that the requisition has the support of the Head of the Department concerned.

These recommendations are approved.

17. The Committee have also brought to notice that till now only ten departments have standardised their forms and registers and suggest that at least the major departments of the State should complete the process of standardisation very early. Government agree with the Committee that the work of standardisation of forms has been neglected by the departments concerned and direct that it should be completed without further delay. The Superintendent is requested to address the departments concerned, ascertain the cause of delay and submit a consolidated report to Government at an early date.

(*iv*) *Special Officer to examine Forms.*

18. The Committee recommend that a special officer may be appointed temporarily to examine the forms and registers that are in use in the several offices and suggest measures to print them in a uniform size and in an economical manner with a view to effect savings in printing and consumption of paper. This suggestion will be separately considered.

(*v*) *Supply of Forms to Taluk Offices direct.*

19. The Committee consider that the existing complaint about the non-supply of forms in time to the Taluk Offices is due to the present arrangement of supplying the forms through the District Offices. They have suggested that arrangements should be made for the supply of Forms to the Taluk Offices direct from the Stationery Depot. As this involves additional work to the Stationery Depot, the Committee suggest that an additional staff of two Invoice Clerks and two Counters at a total cost of Rs. 70 per mensem, should be sanctioned. Government are pleased to approve of the above recommendation of the Committee and to sanction the staff proposed temporarily for a period of two years. The Superintendent is requested to include this establishment in the revision proposals he has been requested to submit in para 7 above.

(*vi*) *Supply of Stationery Articles.*

20. The Committee recommend that the supply of stationery articles to different departments should be spread over the whole year and a suitable calendar of supply should be drawn up indicating the dates of supply to the different departments to ensure economy in supply. This recommendation is approved.

X. REVISION OF THE GOVERNMENT ORDER OF 27TH MAY 1904.

21. The Committee consider that the Government Order of 27th May 1904 regarding the supply of Stationery and Forms requires revision in several respects and that, in view of the long time that has elapsed since the issue of the order, it is desirable to issue a fresh order in its place. A separate order will accordingly issue on this subject.

22. Government trust that the savings anticipated by the Committee as a result of adopting their proposals will materialise and request the Superintendent to submit a special report, at the end of a year, showing how the new arrangements have worked and what economies have been secured.

N. MADHAVA RAO,
Chief Secretary to Government.

To—The Superintendent, Government Printing.
The Superintendent, Government Stationery.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.
The Publicity Officer to Government.
The Members of the Press Committee.
PRESS TABLE.

Exd.—P. S. R. N.

No. G. 14823-80—P. & S. 66-29-2, dated 27th June 1930

No. P. & S. 66-29-1
Encl.

Bangalore,
Dated 27—29th March 1930.

From

D. C. SUBBARAYAPPA, Esq., B.A., B.L.,
Secretary to the Press Committee,
Banga

To

R. RANGA RAO, Esq., B.A., B.L.,
General Secretary to Government,
Bangalore.

Sir,

Adverting to Government Order No. G. 14889-904—P. & S. 98-28-11, dated 20th June 1929 appointing a Committee of the marginally-noted gentlemen to go into the question of rise in the annual expenditure under Government Printing and Stationery and devise measures for steadying the cost of the Government Press and for effecting economies in the matter of consumption of printing materials and stationery articles, I am directed to submit the following report for the consideration and orders of Government :—

1. Mr. B. Srinivasa Iyengar, B.A., B.L., Financial Secretary and Inspector of Office Systems (Chairman).
2. Mr. B. Puttaiya, B.A., Superintendent, Government Printing (Member).
3. Mr. A. V. Ramanathan, B.A., Deputy Commissioner, Kolar District (Member).
4. Mr. C. Hayavadana Rao, B.A., B.L., Editor, Economic Journal, Bangalore (Member).
5. Mr. D. C. Subbarayappa, B.A., B.L., Assistant Secretary to Government (Secretary).

2. In the order of reference to the Committee, Government observed that the expenditure under printing as well as under stationery had increased from a little over Rs. 3 lakhs in the year 1925-26 to nearly four lakhs in a period of four years. They considered that this rise was heavy notwithstanding the fact that the Government Press had to cope with the expansion of business in Government departments and that it should be possible to economise cost. This Committee was asked to go into the whole question and submit a report to Government within a period of three months.

3. It is regretted that the enquiry has taken much longer time than was anticipated The Committee have found it necessary to examine, in detail, the factors contributing to the increase of expenditure in the Government Press and to study its methods of working with reference to those prevailing in other presses here and elsewhere. The anxiety of the Committee to collate all available information kept them at work till about the end of February 1930 and this accounts for the delay in the submission of this report to Government.

4. The full Committee met nine times on the dates noted in the margin of which five meetings were held in the Press buildings. The members had the privilege of going through the Memorandum dated 9th May 1929 submitted to Government by the Superintendent, Government Printing, and the Notes dated 30th April 1929 and 29th May 1929 of the Inspector of Office Systems. They derived considerable help from Mr. C. Hayavadana Rao whose experience in the printing line extends over a period of nearly 30 years. He was good enough to submit to the Committee a reasoned Note on various matters covered by the terms of reference including the abolition of the Piece Work System and strongly advocated, as a measure of economy, the policy of entrusting to private presses an appreciable portion of the printing work now done at the

1. 8th and 9th July 1929.
2. 3rd August 1929 at the Press.
3. 5th September 1929 do
4. 10th do do
5. 9th November 1929.
6. 22nd do
7. 2nd December 1929 do
8. 16th do
9. 31st January 1930 do

No. G. 14823-80—P. & S. 66-29-2, DATED 27TH JUNE 1930.

Government Press. The Superintendent, Government Printing, also furnished to the Committee a comprehensive Memorandum on the various points raised. The Committee's task was greatly facilitated by these discussions. With a view to getting an insight into the working of the Government Press and the Stationery Depot in all their branches, the members paid visits during working hours and made enquiries regarding the staff, buildings, machinery, forms and stationery, etc.

5. The Committee's recommendations and suggestions are classified under the following main heads :—

I. Revision of Working Hours.
II. Reduction in Piece Work Rates.
III. Abolition of the Hour Account System.
IV. Revision of Establishment.
V. Regulation of 'Rush' Work.
VI. Transfer of printing work to Private Presses.
VII. Efficiency in Machinery Equipment.
VIII. Revision of methods of work.
IX. Miscellaneous.
X. Revision of rules for printing and supply of Forms and for supply of Stationery articles.

I. Revision of Working Hours.

6. The reform most urgently called for to ensure economy and efficiency in the working of the Government Press consists in changing the hours of work. The Central Press at Bangalore as well as the Branch Press at Mysore are at present working like other Government Offices from 11 A.M. to 5 P.M. (except on a few morning office days) and work done outside these normal working hours entitles the workmen on fixed pay to over-time wages. The Committee consider that this is an uneconomical arrangement and they believe that there is good reason for adopting the factory hours of work with an interval for the mid-day meal prevailing in private presses in the State and Government Presses elsewhere. The Committee are given to understand that the existing arrangement affords scope for the men employed in the Government Presses to take up jobs in private presses in their off-duty hours to the detriment of public interests and this is an additional reason which has influenced the Committee in recommending the change in working hours. They accordingly propose the following hours of work for adoption in the Central Press at Bangalore and the Branch Press at Mysore.

On all week days except Saturday, two periods.

Morning.—From 8 A.M. to 12 Noon.

Afternoon.—From 1-30 P.M. to 5-30 P.M. (in winter.)

From 2. P.M. to 6 P.M. (in summer.)

On Saturdays, from 11-30 A.M. to 5 P.M. Some interval for lunch will be allowed at a convenient time of the day.

This change results in an increase in the normal working hours in the week by about one-fourth and consequential decrease in overtime allowances. But it is felt that the employees on monthly wages and pay, who will have to work longer hours, should be given some compensation in the shape of suitable addition to pay simultaneously with the introduction of the new arrangements.

II. Reduction in Piece Work Rates.

7. The present scale of piece-work wages appears to be somewhat arbitrary and the wages now being paid in the Government Press, specially in the Binding Department, are rather high as compared with the prevailing rates

in other presses. The price of labour works out to a uniform rate of 3 pies per line in the Composing Branch, whatever the efficiency in the out-turn. The Committee have reason to believe that the rates are rather over-liberal.

The Committee have been much impressed with the arguments advanced for replacing the piece-workers by wholetime employees in the Machinery and Binding Sections, especially in view of the contemplated increase in the working hours. They are of opinion that, in the Composing Branch however, a portion of the labour should continue to be employed on the piece-work basis, the rates of wages being re-adjusted suitably with reference to the general level ruling in the Trade.

III. Abolition of the Hour Account System.

8. There are about 50 men in the Composing Branch who are paid on the Hour Account basis and unless there is effective supervision, the system is bound to result in waste of money. It has a tendency to idleness at the cost of the State. There appears to be no need to continue the Hour Account arrangement as it is believed that the men are also anxious to be brought on the permanent establishment. The change, synchronising with the increase in the normal hours of work, will undoubtedly lead to economy of cost.

IV. Revision of Staff.

9. The details of the scheme of revision were gone into by a Sub-Committee consisting of the Chairman, the Superintendent, Government Printing and Mr. Hayavadana Rao and the Committee's concrete proposals under items II, III and IV are as follows:—

(i) The piece-work arrangement may be retained in the Composing Branch and the piece-work compositors graded into three classes according to service and efficiency.

(1) First Class with a service of over ten years at an average rate of wages of three pies per line composed.

(2) Second Class with a service of five to ten years at two and half pies per line; and

(3) Third Class up to five years' service at two pies per line.

(ii) The Hour Account Compositors who have all put in over 15 years' service and are employed on skilled labour may be absorbed in the permanent establishment on rates of pay based on the present average earnings. Of the 50 men now employed, 44 may be put on fixed rates of pay and the remaining six reduced. These six men may, for the present, be kept on as Supernumeraries pending their absorption as vacancies occur.

(iii) Whenever piece-work compositors are employed on the work of permanent compositors in temporary vacancies not exceeding four months, they may be paid on the Hour Account basis, *viz.*, 2 annas, 2¼ annas, and 2½ annas per hour according to their service, or their pay and allowances may be regulated under the Mysore Service Regulations, at the discretion of the Superintendent, Government Printing.

(iv) The piece-work as well as the Hour Account system may be abolished in the Machine Branch and the machine men may all be put on the permanent staff on rates of pay based on the present average earnings.

(v) Piece-work may be abolished also in the Binding Branch and the Binders may likewise be brought on the regular sanctioned cadre.

(vi) A proposition statement embodying these proposals is appended to the report (*Vide* Annexure 'A'). The net result of these recommendations will be eventually a reduction of 11 men out of 317 now borne on the piece-work establishment and a saving in cost of about Rs. 15,701 per annum.

(vii) In view of the contemplated increase in the number of working hours in both the Presses from 6 to 8 hours a day, it is desirable that some increase in

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pay should be given to the subordinate staff of the Government Presses. The Committee have examined the proposals for revision of establishment which have already been submitted to Government by the Superintendent. They are of opinion that the increases proposed by the Superintendent are suitable and may be sanctioned simultaneously with the adoption of the change in the hours of work.

(viii) As regards the staff who will not be benefited by this revision but who will have to work longer hours under the proposed arrangement, the Committee propose the grant of small absorbable personal allowances, and recommend that a lumpsum not exceeding Rs. 4,000 be provided for the purpose out of the savings anticipated. Only the existing persons and not the new entrants will be entitled to this personal allowance.

(ix) The revision of the permanent staff proposed above will result in an addition to recurring cost of Rs. 5,000 which will be more than covered by the savings to be effected in other directions. *Vide* paras 15 and 16 also.

V. Regulation of Rush Work.

10. A fruitful source of avoidable expenditure in the Press is in its being required to attend to what is urged by the indenting Department as Rush Work, *i.e.*, work which is of an emergent or extra-normal nature and cannot afford to bide its turn, but which has to be taken up at once and completed within the time prescribed, putting by routine work and employing men overtime. The Committee are informed that a good portion of the work sent to the Press comes under this category necessitating heavy expenditure. This is by no means a desirable state of affairs and every endeavour should be made to remedy the defect. The normal work of the Press should not be allowed to be dislocated by the 'Rush Work' nor should such work occasion extra expenditure in the shape of overtime allowance, lighting and other incidental charges except under exceptional circumstances. As a rule, the departments should be required to send matter to the Press after consulting the Superintendent beforehand so that the business may be economically handled during the usual working hours; but where previous consultation is not possible or the work is urgent or confidential, the Press is entitled to work overtime and incur additional expenditure.

11. *Appointment of a Liaison Officer.*—It has been ascertained that the departments which send a large amount of urgent work to the Press are the Secretariats and the Comptroller's Office. The Committee venture to suggest the appointment of one of the Secretaries to Government as a 'Liaison Officer' *ex-officio* who will be charged with the duty of regulating the flow of work into the Press from these two offices. It will be the function of this officer to keep himself posted with the state of work in the Government Press by obtaining periodical reports, to avoid despatch of Rush Work to the Press as far as possible and to settle points of difference between the Departments and the Press. The Officer should be clothed with authority to reject the classification of matter sent to the Press as 'Rush Work,' and to suggest the avoidance of waste in printing. The experiment involves no additional expenditure to the State, but is on the other hand calculated to result in considerable saving in cost. In cases where work is sent to the Press direct from other departments, the Superintendent, Government Printing, will see that the standing orders are strictly observed by them.

VI. Transfer of Printing Work to Private Presses.

12. The question of confining the printing in the Government Press to certain classes of work only and of entrusting all other work (neither confidential nor urgent) to well equipped private presses was carefully examined by the Committee. In the Memorandum prepared by Mr. Hayavadana Rao to which reference has already been made, it was argued that, if expenditure on Printing and Stationery is to be reduced and brought down to a normal level, the policy of Government in regard to the handling of printing work should be changed and the understanding that all Government printing work should as a rule be done at the Government Press should give place to the new formula that all printing work of Government should as far as possible be given out on the open tender system to recognised

private presses in the State, subject to the proviso that strictly confidential and other scheduled work should be ordinarily done at the Government Press. If this policy were adopted, he claimed that the savings effected would be substantial and that the need for a Branch Press at Mysore at heavy cost would disappear.

The question raised by Mr. Hayavadana Rao is not a new one. Government in their Order of 23rd January 1919 approved of the policy of throwing open Government Printing work to private presses under certain conditions. This arrangement was in force for some time. For various reasons into which it is not necessary to enter here, the practice of entrusting Government work to private presses was discontinued in 1921, but certain Government Departments, *e.g.*, the University, have been given the option to have this printing work done at private presses.

Apart from the question of policy of fostering the printing industry in the State, the Committee have examined the proposal on its merits as to whether it would conduce to any appreciable savings in expenditure. From the calculations made of the present cost in the Government Press of some of the items of work of the class mentioned in the schedule below and comparing it with what is charged for similar work in private presses, *e.g.*, the Bangalore Press, the Committee have come to the conclusion that it would be, on the whole, fairly economical to turn over to private presses at competitive rates these less urgent works so as to avoid the comparatively heavy overhead and other incidential charges that are inevitable in the Government Press under existing conditions.

The Committee's suggestions in this behalf are as follows:—

(*a*) All work sent by Government from the different Secretariats (except the Railway) and by the Comptroller should, as a rule, be attended to in the Government Press.

(*b*) Confidential work and urgent matter of all departments will also be handled by the Government Press.

(*c*) A Schedule may be prepared of such items of work as may with advantage be transferred to private presses on the open tender system or on periodical contracts, and it should be the understanding that, as a rule, the items mentioned in the schedule should be got done at the least expense to the State. The following is *a provisional schedule of items of work to be ordinarily entrusted to Private Presses*:—

1. Educational Books.
2. All Bulletins of Technical Departments.
3. All works that are now being done free of cost in the Government Press on behalf of Associations or semi-Government Departments, such as Mysore Civil Service Association, Engineers' Association, Horticultural Society, Sanskrit College, Mysore Races, General and Revenue Secretariat Club, Medical College Day, Co-operative, Medical, Forest and other Conferences, etc.
4. Lists of Co-operative Societies.
5. Capital and Revenue Accounts of Government Buildings.
6. Record of Rights work.
7. Lists of schools, lists of candidates for public examinations and forms and registers of the Local Examinations Board.
8. Departmental Manuals except those involving revision or dealing with Laws or Regulations.
9. Reports, Budget Estimates, etc., of District Boards and Local Bodies.
10. Digest of Civil Court Cases and similar work.
11. Chief Court Reports.
12. Works of quasi-commercial and paying departments at Bangalore such as the Government Insurance Department, Electrical Department, etc.
13. Works for which provision for printing is made in the budgets of Agricultural and other departments, such as Agricultural Calendar.
14. Gradation Lists, if they are to be printed.
15. Economic Conference work.
16. Blue Book Journal.
17. As regards the Branch Press at Mysore, the University and the Railway Departments should be at liberty to entrust work to Private Presses.

18. Petty works not exceeding Rs. 25, *e.g.*, Letter-heads of departmental officers.

19. Class examination papers of High Schools and Colleges.

20. The Superintendent may also be empowered to entrust to private presses the printing of Criminal Case Records of the Chief Court and the forms and registers other than those which are *stereos* or *standing* and which cannot be done in the Government Press on account of pressure of other work.

For meeting the cost of the scheduled items of work, suitable provision may be made in the budget of each department on the head of which will devolve the primary responsibility of operating on this grant in consultation with the Superintendent, Government Press.

While the adoption of the arrangement suggested above will undoubtedly result in the reduction of expenditure in the Government Press under piece-work and establishment charges, the Committee have not been able to collect sufficient data to calculate the extent of such saving. They are of the opinion that the transfer of work to the private presses may begin immediately though it may take some time to give full effect to the Committee's recommendations in this behalf. After the new arrangements have been introduced, the items included in the schedule should not ordinarily be done by the Superintendent, Government Printing in the Government Press without the special sanction of Government previously obtained. Retrenchments in staff may be effected, after a couple of years' experience is gained of the working of the new arrangement.

VIII. Efficiency in Machinery Equipment.

13. From a close examination of the existing machinery in the Press, the Committee are inclined to think that some of the machines in use are old and obsolete and require to be replaced. In order to enable the Press to keep pace with the times and get through work with the maximum efficiency, the Superintendent wants to purchase new and labour-saving machinery at an aggregate cost of Rs. 2,11,000 (*Vide* Annexure 'B'). Replacement of old and obsolete machines by up-to-date labour-saving machines is necessary and inevitable and provision should be made therefor in the Press Budget, the actual sum to be allotted being based roughly on the depreciation.

14. *Formation of a Depreciation Fund.*—The Rules in force in the Government of India Printing Presses regarding the Depreciation Fund (*Vide* Annexure 'C') have been examined. The Committee are of the opinion that these rules may be adopted here *mutatis mutandis* provided that it is not necessary to have a depreciation fund account opened in the Comptroller's Books. The Press may keep a Pro-forma account and attach an extract of it to the annual Administration Report. The provision of funds for renewals and replacement of plant and machinery in the Press may, as far as possible, be regulated on the amount at credit in the Pro-forma account.

15. As regards the installation of new labour-saving machinery, the Committee applied the test as to whether the additional equipment would result in a reduction in recurring expenditure and whether the capital outlay would be of a productive character. They recommend on this basis the purchase of a Linotype Composing Machine and two Electric Proof Presses for the Composing Branch and three Automatic Feeders for the Machine Branch, at a total cost of about Rs. 27,000. With this additional equipment, it may be possible to reduce the piece-work grant by about Rs. 5,000 which would represent the saving in man-power and the increased out-turn. But the Superintendent demurs to this proposal. His view is that work executed in the Government Press is often-times of such an emergent nature that additions of labour-saving machinery and the maintenance of staff at the maximum strength would be of great assistance in getting through such work without delay. But the Committee's proposals are all calculated to systematise work in the Government Press and reduction of cost of working should naturally result therefrom.

16. The present arrangement of supply of electrical energy to the machines in the Central Press is uneconomical, as all the machines connected with the

motors (two in number) are not at work simultaneously. There will undoubtedly be material saving in the consumption of electric power if each machine or group of machines at work is connected with a separate motor. The Committee believe that the change above suggested is feasible and that, without much increase of initial cost, an annual saving of about Rs. 2,000 in the consumption of electric power can be effected.

VIII. Revision of Methods of Works.

17. Another factor which contributes to the increase of avoidable expenditure in the Press is the failure on the part of Government Departments to abide strictly by the technical rules of the Press in sending matter for printing. The causes have been analysed by the Superintendent as follows:—

(1) Sending of manuscripts not legible, or prepared in a form contrary to the prescribed rules.

(2) Asking for proofs being furnished on a certain date irrespective of the bulk of the work sent.

(3) Retaining proofs for an indefinitely long time.

(4) Returning them piecemeal with heavy corrections and demanding clean proofs frequently, treating proofs as though they were office drafts, or

(5) Returning them with hardly any corrections in the composed pages but adding further matter and asking for another proof, and retaining it again for a long time, and then

(6) Returning the same at the last moment and asking for printed copies on a definite date giving scarcely sufficient time for the Press to attend to the matter under normal conditions of work.

The Superintendent's contention is that, if the prescribed rules of procedure were strictly followed by all Government Departments sending printing work to the Press and work is not rushed in, the cost would be considerably less than what it is now. An examination of some of the proofs in the Government Press which the Superintendent kindly showed to the Committee convinced them that there was much force in the view put forward by the Superintendent. There has oftentimes been inordinate delay in the return of proofs by Departments involving unnecessary lock-up of matter. In some cases, the interval extended to over five months.

18. To remedy the defects, the Committee suggest the following measures:—

(*i*) *Return of proofs in time*:—In returning the proofs to the Departments concerned for correction, a red slip—vide margin—is being attached to the matter, in which it is stated that the type would be broken up without intimation if the proof was not returned within the specified number of days. As this warning has apparently had no appreciable effect in many cases, the Superintendent should revise the wording of the slip so as to make it clear to the Departments concerned that not only would the types be broken up if the proofs were not returned within the time prescribed but that the same matter would not be re-set thereafter without specific orders of Government. The Superintendent may, however, in his discretion keep the matter without breaking up the type some time longer than the prescribed date if there is a requisition for extension of time from the Departments concerned supported with reasons.

NOTE.

As per Government Order No. G. 14981-90 P. & S. 54-18-2, dated 18th January 1919, this proof is to be returned in ....days with Print Order: otherwise the types will be broken up without any intimation.

(*ii*) *Sending manuscripts in proper form*.—To obviate the sending of bad or illegible manuscripts to the Press for printing, to stop the making of unsystematic corrections in the proofs or the inserting of additional matter in the final proofs much to the detriment of despatch of work and to ensure economy of cost in printing, a set of rules is suggested for adoption by Departments sending matter to the Press for printing. (*Vide* Annexure 'D.') These rules should be strictly enforced.

19. The rules referred to in the previous paragraph provide for most of the proofs being passed for print in the Press itself. It is necessary that the Proof

Readers of the Press should be really efficient in their work. A pass in the Proof-reading Examination, Senior or Junior Grades, should be insisted on in respect of future recruits, as well as for promotion of men in service to higher grades. If the existing Proof Readers in the Press are not the right sort of men to handle work under the altered conditions, they will have to be replaced by more competent men as far as the conditions permit. This is a question affecting the personnel and the Committee prefer to leave it to the Superintendent.

20. The Committee consider that decentralisation should be effected in the management of the various branches of work in the Government Press at Bangalore somewhat on the following lines. Work in the Press may be broadly divided into the following three sections :—

(1) *The Press proper.*—This deals with composing, proof-reading, printing, binding, foundry, etc. This branch should be in charge of a qualified Gazetted Assistant. This is the arrangement at present.

(2) *Accounts Section.*—The account side in the Press seems to require more supervision than it receives at present. The Superintendent urged the appointment of a Financial Assistant to help him in account matters as in the case of the Departments of Agriculture, Forest, Education, etc. While appreciating the need for an Assistant trained in accounts, the Committee do not consider that a Gazetted Officer is required for the internal audit of the Press Accounts. It would be sufficient if an Officer of the status of a Divisional Accountant in the Public Works Department with analogous functions is appointed to look after the accounts work in the Press and help the Superintendent in setting right defects and irregularities in accounts procedure.

(3) *Forms and Stationery Section.*—This branch should be placed under the immediate charge of a Gazetted Assistant to ensure a more effective scrutiny being exercised in respect of printing, storage and supply of Forms and Stationery. It will be the duty of this officer to regulate the supply and distribution of Stationery and Forms according to rules, having regard to economy in cost and to the prevention of waste. The Senior Sub-Assistant Superintendent may be placed solely in charge of this section and with him the Supervisor of the Stationery Depot may be associated in the discharge of these responsible duties.

The different sections of the Press as above enumerated should each be under the direct supervision of the Assistants named, who should be responsible to see that work is carried on with the maximum of efficiency and the minimum of cost and the Superintendent should receive full assistance from these Sectional Assistants. The Superintendent will as hitherto be responsible for the technical get-up of all matter issuing from the Press as a whole and be the final authority in the Press on all technical and administrative questions.

IX. Miscellaneous.

(1) Standardisation of Covers and Note Papers.

21. The Committee observe that there is no uniformity in this respect at present and there is avoidable waste of paper. The Superintendent who carried on correspondence with some of the Heads of Departments about their minimum requirements in this behalf placed before the Committee as many as 34 varieties of covers requisitioned by one of these officers which, if complied with, would consume a lot of paper. The Committee are of opinion that appreciable economies could be effected by arranging to supply covers and note papers to officers in nine standard sizes as noted in the margin, the paper used being brown or white cartridge or badamy, according to requirements, for covers and cream-laid or cream-wove for envelopes, the supply of special note papers and envelopes other than the standard sizes and qualities being limited to the Palace, the Members of Government and the Secretaries for outside correspondence.

COVERS.
Foolscap.
Demy.
Foolscap Folio.
File.

NOTE-PAPERS.
Post quarto.
Large Post Octavo.
Small Post Octavo.

ENVELOPES.
Chit, large post.
Chit, small post.

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(2) Other Proposals for the Saving of Expenditure under Printing.

22. There is some scope for economy if the whole of the *Mysore Gazette* except a few pages of Part I is arranged to be struck off a day or two previous to the day fixed for its issue. The number of pages of the *Gazette* may be reduced by omitting all matter except that the printing of which is necessitated by statute or public interest in general. Departmental advertisements may, if they are to be published in the *Gazette*, be shortened as far as possible and trivial items such as calling for tenders involving small amounts need not be printed in the *Gazette*. Standardised information on matter actually included in advertisements maybe got printed separately and copies supplied at cost price by the departments concerned to tenderers and others interested. Proceedings of Municipalities, District Boards and other Local Bodies might as well be omitted from the *Gazette*.

23. Printing of matter not of importance to a larger class of people may be discontinued—*e.g.*, papers read by Agricultural Inspectors at Departmental Conferences, schedules of establishment long after the due date, large volume of opinion of the Legal Remembrancer, etc.

24. It is suggested that steps should be taken to effect economies in printing in the Secretariats, the Comptroller's Office and the bigger Departmental Offices which order the heaviest printing, *e.g.*, Education, Revenue, Agriculture, Public Works Department, etc. As an instance in point, it may be stated that 30 copies of the Report on the Resource operations of the State for the year 1928-29 were despatched to the Deputy Commissioner of one District for distribution. The distribution of reports of this kind to *all* subordinate offices in the District seems unnecessary. Considerable economies in the printing of departmental reports and the Government reviews seem possible. The Departments should so arrange their printing work that extra charges on account of over time are greatly diminished and that no undue stress is put on the internal economy of the Press. It should be remembered that the Printing Press is essentially a Service Department and the expenditure incurred on it depends primarily on the demands of the various Departments of Government on it. The responsibility for enforcing economy rests largely on the Secretariats and the Comptroller's Office which send the bulk of the matter to the Press. The question of reducing the size and volume of Departmental Administration Reports is well worth consideration in this connection.

25. The system of free printing allowed in the case of work pertaining to semi-official bodies like the Mysore Engineers' Association, Mysore Civil Service Association, etc., may be discontinued and a subvention given to them if necessary for getting their work printed elsewhere.

X. Stationery and Forms.

26. Turning to the questions relating to the supply of stationery articles and printed Forms to offices, the chief defects to be remedied are the following:—

(1) The non-receipt of indents or their belated receipt in the Press.

(2) Omission of essential forms in the original indent and asking for them on some future date when it is too late to print and supply them.

(3) Not claiming the required forms in adequate quantities and asking for increased quantities at some future date when it is absolutely impossible to comply with the request without incurring heavy expenditure.

(4) Preparing indents in a haphazard manner making the identification of Forms difficult and consolidation of indents unsatisfactory.

(5) Not indicating in the indents the essential and non-essential forms and the order in which the forms should be supplied.

(6) Omission on the part of Taluk Offices to send regular indents for all their requirements to the Deputy Commissioners and other Heads of Offices in time.

27. The Committee note that certain remedial measures have already been adopted by or at the instance of the Superintendent. The following proposals are additionally suggested for the consideration of Government:—

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Standardisation of Forms.

28. The Superintendent brought to the notice of the Committee certain practical difficulties experienced by him in giving effect to Government Order No. G. 12285-92—E. A. 7-23-3, dated the 20th February 1924 relating to the Standardisation of Forms. The main difficulty was about maintaining the standard list up-to-date and unless the alterations ordered from time to time were promptly noted in the list, there would be the risk of printing obsolete Forms. The responsibility for maintaining the standard list rests primarily on the departments concerned. When the need for changes in the Standard Form was felt by a department, it should take action without delay to get the rules suitably modified. Proper arrangements should be made in the Stationery Depot for a systematic record of the alterations brought to its notice from time to time.

29. To avoid the waste involved in printing unnecessary Forms, the Superintendent should also report to Government, in the light of experience gained, cases in which the lists appended to orders standardising the forms required alterations. He should see that the rules framed by Government are adhered to. He may, in the course of his inspection, also investigate the need for the demands made on him when heavy supplies of Forms are required by offices. If a requisition came for the supply of a larger number of Forms than what has been prescribed in the standing order, the Superintendent should satisfy himself that a case has been made out for the increased supply and that the requisition has the support of the Head of the Department concerned. If such requisitions are too frequent in any department, he should address Government for the issue of suitable orders for revision of the standard scale of supply.

30. Supply of Forms has so far been standardised in respect of only ten Departments. The Committee consider that early action may be taken to have the standardisation process completed in all the major departments of the State.

31. The Forms and Registers now in use are of different sizes and the mode of printing them seems capable of improvement. The reduction of General and Special Forms into one or two uniform sizes and the printing of the Registers and Forms in an agreed economical manner are likely to result in large saving in printing and the consumption of paper. The work may be entrusted temporarily for six months or a year to a Special Officer who has aptitude for this kind of work.

Supply of Forms direct to Taluk Offices and Treasuries.

32. There is a common complaint that the Forms required for use in Taluk Offices are not supplied to them in time. The present arrangement of supply through the District Offices contributes to some delay and avoidable expense. The Superintendent brought to the notice of the Committee that each District Office has been incurring an expenditure of about Rs. 300 per annum for sending the Forms to Taluk Offices and that it would be economical to send the Forms direct from the Press. To introduce the change which throws some additional work on the Press, a staff of two Invoice Clerks and two Counters at a total cost of Rs. 70 per mensem is stated to be required. The Committee endorse the suggestion. The arrangement may be tried for a year or two.

Supply of Stationery Articles.

33. The revised procedure suggested above in respect of supply of Forms may, in the opinion of the Committee, be adopted with advantage in regard to supply of stationery articles as well with suitable modifications (*vide* Annexure 'E' Rules 11 to 16). Without sanction of competent authority, requisitions for supply over and above the authorised quantity should not ordinarily be made. A ledger may be opened in the Stationery Depot to record the supply of stationery articles made in the past to each office to serve as a guide for regulating further demand. The services of the special staff of Invoice Clerks and Counters proposed in connection with supply of Forms to the Taluk Treasuries may be utilised for the purpose.

34. Both expenditure and inconvenience at the offices receiving supply of stationery would be minimised if the Superintendent arranges to supply to each office in one consignment the whole of the requirements of the year. The existing arrangement of delivery in instalments involves heavy work of packing, checking and posting of entries both at the Depot and at the offices. The chief difficulty to be contended against in this connection arises from the fact that the articles will not be delivered by the Contractors in the agreed quantities at one time and in one instalment and that it is physically impossible to arrange for a simultaneous supply to all offices from the Press. To get over this difficulty and to reduce work in the Depot, it is suggested that the supply of stationery articles to the different Departments may be spread over the whole year and a suitable calendar of supply may be drawn up indicating the dates of supply to the different Departments. In the first year in which the new arrangement is introduced, an interim supply will have to be made to offices which will have to wait for their annual supply according to the calendar. It is also necessary to insist upon the contractors supplying the articles more promptly than at present.

Revision of the Government Order of 27th May 1904 *re* Supply of Stationery and Forms.

35. The Committee consider that this order requires revision in several respects and that, in view of the long lapse of time since it was passed, it is desirable to issue a fresh comprehensive order for the guidance of all officers. They accordingly propose a revision of this order on the lines indicated in Annexure 'E'. The main features of the amendments proposed are avoidance of unnecessary scriptory work in the preparation of indents in the departmental offices, doing away with the laborious task of annual consolidation of such indents in the Stationery Superintendent's Office and securing of regularity and promptitude in the supply of stationery and Forms to offices. The Committee also consider it desirable to replace the present system of annual indents by standard lists which will be prepared by the Superintendent on the basis of average consumption in the last three years, in accordance with which supplies will as a rule be made in future. Provision should of course be made for the modification of the quantities entered in the standard list according to orders passed by competent authority on the representation of Heads of Offices and for the submission of occasional indents whenever necessary.

Conclusion and Summary of Recommendations.

36. Within the time at their disposal, the Committee have endeavoured to investigate the causes for the rise in the budgets of the Printing and Stationery Depot in recent years and to suggest proposals calculated to steady the cost and improve efficiency in the working of the Department. They believe that, if their recommendations are accepted by Government and are brought into effect, there will be a saving eventually of about Rs. 30,000 annually. The more important suggestions are summarised below:—

I. The normal working hours in the Government Press at Bangalore and Branch Press at Mysore may be changed as proposed and the duration increased from six to eight hours a day or from 36 hours to 45½ hours a week. (Para 6).

II. The scales of piece-work wages in the Press which are over-liberal may be revised. (Para 7).

Piece-work arrangement may be abolished in the Machine and the Binding Branches. (Para 7).

III. The Hour Account system in the Composing and Machine Branches may be abolished and the men now working under the system may be brought on the permanent staff on suitable scales of pay. (Para 8).

IV. Revision of the permanent staff may be sanctioned simultaneously with the introduction of the changes in hours of work herein proposed. (Para 9).

V. Departments of Government should as far as possible avoid sending rush work to the Press and when they do send it, definite instructions as to whether overtime work may be arranged for or not should be given. (Para 10).

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A responsible Officer of Government may be made the Liaison Officer to regulate the transmission of printing work to the Press from the Secretariats and the Comptroller's Office and to avoid Rush Work except under special circumstances. (Para 11).

VI. Works received for printing should be classified into scheduled and non-scheduled works and those coming under the former category may as a rule be entrusted to private presses. (Para 12).

This arrangement may be introduced gradually, suitable reductions in the piece-workers and permanent staff being also effected as vacancies occur, whenever possible. (Para 12).

VII. Old and obsolete machinery in the Press should gradually be replaced by up-to-date labour-saving machines as far as funds permit. (Para 13).

The rules in force in the Government of India Printing Press regarding formation of a Depreciation Fund may be adopted here and the Press may be required to keep a pro-forma account in this behalf. (Para 14).

One Linotype Composing Machine, three Automatic Feeders and three Electric Proof Presses may be purchased for the Press provided there is corresponding reduction in the piece-work grant. (Para 15).

Individual Motors should be installed in the Government Press with a view to effect savings in the electric power and lighting charges. (Para 16).

VIII. Officers sending matter to the Press should be required to comply strictly with the technical rules of the Press in the matter of preparing manuscripts for the Press, correcting proofs, returning them in time, etc. If proofs are not returned within the time allotted, the matter may be broken up and not be re-set without specific sanction from Government. (Para 18).

The Press may be provided with qualified and competent Proof Readers. (Para 19).

The Press establishment may be divided into three different Sections:—

(1) Press Proper,

(2) Accounts Section, and

(3) Forms and Stationery Section, the first and last being under a separate Gazetted Assistant and the second under an officer of the rank of a Divisional Accountant. (Para 20).

IX. Covers and note papers for use in Government Offices may be prepared and supplied in standard sizes indicated, except in the case of the Palace, the Members of Government and the Secretariat. (Para 21).

The system of free printing may be discontinued in the case of semi-official bodies and a subvention given to them. (Para 25).

The list of standardised Forms should be kept up-to-date in the Stationery Depot and proper arrangements should be made to embody in it the alterations made from time to time. (Para 28).

Standardisation of Forms has been done only in respect of ten departments. Action may be taken to have the standardisation completed in the remaining departments also. (Para 30).

The reduction of general and special forms into one or two uniform sizes and the printing of Registers and Forms in an economical manner requires examination. The work may be entrusted to a Special Officer. (Para 31.)

X. Forms may be supplied by the Press direct to Taluk Offices instead of through the Districts. An additional staff of two Invoice Clerks and two Counters at a total cost of Rs. 70 per mensem may be allowed to the Press for a year in the first instance. (Para 32).

Rules suggested in respect of supply of Forms may be applied to supply of stationery articles also. (Para 33).

The supply of stationery articles to different departments may be spread over the whole year and a suitable calendar of supply may be drawn up to ensure economy in supply. (Para 34).

No. G. 14823-80—P. & S. 66-29-2, DATED 27TH JUNE 1930.

The Government Order of the 27th May 1904 regarding supply of stationery and forms may be revised as indicated. (Para 35.)

37. The Committee desire to express their acknowledgments to the Secretary Mr. D. C. Subbarayappa, for the valuable assistance rendered to them in the performance of their work. The care and trouble that he took in preparing the proceedings and drafting the report considerably lightened the Committee's task.

I have the honour to be,

Sir,

Your most obedient servant,

D. C. SUBBARAYAPPA,

Secretary, Press Committee.

ANNEXURE A.

STATEMENT OF PROPOSITION FOR REVISION OF ESTABLISHMENT.

PRESENT SCALE			PROPOSED SCALE				
No. of men	Designation	Average Cost	No. of men	Designation	Average Cost	Increase	Decrease
	COMPOSITORS.	Rs.			Rs.	Rs.	Rs.
	PIECE WORKERS.						
	Service.—						
48	1— 5 years } Uniform average		48	1 to 5 years 2 pies per line ... }			
48	6—10 ,, } rate of 3 pies per	28,000	48	6 to 10 years 2½ do ... }	21,684		6,316
29	11—15 ,, } line composed.		29	11 to 15 years 3 do ... }			
125	Piecework Compositors ..	28,000	125	Piecework Compositors ...	21,684 per annum		6,316
	HOUR ACCOUNT MEN.						
				Rs.			
28	16—20 years 2 as. 10 pies per hour }		28	16—20 years 30 per mensem ...	840 }		
11	21—25 years 3 as. per hour ... }	19,200	11	21—25 years 32 do ...	352 }		276
11	26 and above 3 as. 2 pies per hour... }		11	26 & above 35 do ...	385 }		
					1,577		276
50	Hour Account Compositors ...	19,200	60	Hour Account Compositors ...	18,924	per annum	276
	PRINTERS.						
				Rs.			
21	Machinemen Piecework rates ... }			7 Machinemen 32 per mensem each	224 }		
	}			6 do 27 do ...	162 }		
	}			3 do 22 do ..	66 }		
	}	13,500	53	2 Treadlemen 27 do ...	54 }	6,876	per
	}			2 do 22 do ..	44 }		mensem
32	Assistant Machinemen ,, ... }			1 Handpress 23 do ..	23 }		
				6 Assistant Machinemen 12 do ...	72 }		
				13 do 15 do ..	195 }	6,012	per
				13 do 18 do ...	234 }		annum
53	Machinemen and Assistant Machinemen. ...	13,500	53	Machinemen and Assistant Machinemen.	12,888	per annum	612
	BINDERS.						
				Rs.			
	Service—		10	1— 5 years 7 per mensem.	70 }		
28	1— 5 years }		18	1— 5 years 8 do ...	144 }		
21	6—10 ,, }		21	6—10 years 20 do ..	420 }		
10	11—15 ,, }		10	11—15 years 25 do ..	250 }		3,877
5	16—20 ,, } Piecework rates ...	28,105	6	16—20 years 30 do ...	150 }		
18	21—25 ,, }		18	21—25 years 30 do ..	540 }		
8	26—30 ,, }		8	26—30 years 30-1-35 do ...	270 }		
5	31 & above }		15	31 & above 35 do ...	175 }		
					2,019		
95	Binders ..	28,105	95	Binders ..	24,228 per annum		3,877

*Six places in this grade to be abolished on the occurrence of vacancies resulting in a further saving of Rs. 2,520 per annum.

†To be abolished on the occurrence of vacancies resulting in a further savings of Rs. 2,100 per annum.

ABSTRACT.

125 Piecework Compositors ...	28,000	125 Piecework Compositors ...	21,684		6,316
50 Hour Account Compositors ..	19,200	50 Hour Account Compositors ..	18,924		276
21 Machinemen ... }	13,500	21 Machinemen ... }	12,888		612
32 Assistant Machinemen .. }		32 Assistant Machinemen ... }			
95 Binders	28,105	95 Binders ...	24,228		3,877
323 Piecework establishment ...	88,8 5 in 1928-29	323 Piecework and permanent men...	77,721		11,081

Note.—Total Savings including all the above = Rs. 11,081 + Rs. 2,520* + Rs. 2,100† = Rs. 15,701.

Increased expenditure due to the increase in the hours of work for the permanent establishment of the two Presses :—

A. As per revision already submitted to Government *vide* proposition Statement —

	Rs.	
(i) Central Press	25,111	per annum
(ii) Branch Press	2,664	,,
Total ...	5,175	,,
or ...	5,000	in round figures,
Absorbable allowances to those who will not be benefited by the revision already proposed	4,000	
Total ...	9,000	

This will be met from savings in piecework grant, over-time allowances and economies anticipated by the installation of individual motors and rearrangement of interior lighting. (*Vide* Paras 10, 15 and 16 of the Report.)

ANNEXURE B.

MACHINERY REQUIRED FOR THE GOVERNMENT PRESS AS PER INDENT OF THE SUPERINTENDENT.

		Approximate cost. Rs.
	I. FOR RENEWAL AND REPLACEMENT.	
1.	Two Revolution and two ordinary printing machines for Bangalore	30,000
2.	One printing machine for Mysore	10,000
3.	Two Thompson Type Casting Machines	22,000
4.	One Monotype casting Machine (to strengthen the present equipment which is already getting old)	15,000
	II. FOR EXPANSION AND SECURING MORE EFFICIENCY.	
	(*a*) *Composing Branch.*	
1.	One Linotype Machine	15,000
2.	Two Electric Proof Presses (one for Mysore)	3,000
	(*b*) *Machine Branch.*	
3.	Three additional automatic feeders	9,000
4.	One Rotary perfecting machine	20,000
5.	One Victoria Platen Press	5,000
6.	One Printing machine for confidential room	8,000
7.	One two-revolution printing machine	12,000
	(*c*) *Binding Branch.*	
1.	One three-side cutting machine	12,000
2.	One small cutting machine for confidential room ...	2,000
3.	Two Book sewing machines (one for Mysore)	12,000
4.	One Rotary Card-Board cutting machine for Mysore ...	2,000
5.	One automatic knife grinding machine	3,000
6.	One Bracket stripping and Binding Machine	3,000
7.	One Ruling machine which cuts, creases, perforates at the same time as ruling	3,000
	III. FOR NEW DEVELOPMENT.	
1.	Photo zinco and half-tone making plant	25,000
	Total ...	2,11,000

ANNEXURE C.

RULES FOR THE DEPRECIATION FUND IN GOVERNMENT PRESSES.

Preamble.

The object of a depreciation Fund is to provide a reserve sufficient to meet as required the cost of the renewal and replacement of plant, machinery and furniture in order that the Press may be kept automatically in an efficient working condition. Depreciation represents the value of the capital cost of machinery, etc., which has been used in producing the out-turn of the press. The Fund will accordingly contain an amount of money sufficient to replace the capital consumed by normal wear and tear. The cost of petty repairs will not be met out of the Fund, as such expenditure should normally be debited to running expenses, nor will the Fund be applied to extension of the plant and machinery. Otherwise renewals and replacement will be met exclusively out of the Fund. Expenditure in excess of the amount at the credit of the fund is prohibited.

2. (1) The annual receipts of the Fund shall consist of—

(*a*) the amount of depreciation calculated on the value of the plant, machinery and furniture on the books at the beginning of each year and in use in the Press during the year, (except items added during the year.)

(*b*) The book value of plant, machinery and furniture written off and removed from the register of dead stock up to the end of October of the year.

(2) The fund shall be treated as a deposit in the Government accounts and receipts due to the fund shall be credited immediately prior to the closing of the accounts of each financial year on the basis of the actual amount of depreciation worked out during the year in accordance with Rule (1).

(3) Budget provision must be made for the amount to be transferred to the Fund.

(4) Interest on the balances in hand from time to time will not be credited to the Fund.

Note.—Interest is not credited owing to the fact that the costing system in Government Presses includes a calculation of interest, nor on original capital value, but on depreciated capital value only.

(5) The Fund will be available for the renewal or replacement of articles of plant, machinery or furniture to the extent of the amount at credit of the Fund from time to time. In the case of such articles manufactured in the Press the whole cost of such manufacture must be met out of the Fund.

Note.—The whole cost of a type-foundry for example, manufacturing for the press only should be a charge on the Fund, if it is renewing and replacing necessary stocks of type. The cost of a Mechanical Branch should be similarly treated as regards renewals, etc., manufactured in the branch. The cost in such cases is governed by the costing rules.

(6) Budget provision must be made annually in the usual way for all expenditure to be met from the Fund during the year, but provision shall not be made in excess of the amount that will be at the credit of the Fund. The amount budgetted for will be covered by a corresponding deduct entry, *viz.*, amount transferred from the Depreciation Fund. Expenditure from the Fund must be accounted for in the first instance under the appropriate detailed heads subordinate to "46. Stationery and Printing—Government Press." At the end of the year an equivalent sum will be transferred from the deposit head "Depreciation Fund" to "46. Stationery and Printing."

(7) Subject to necessary provision in the Budget, to the powers of the officer concerned to purchase and enter into contracts and to the general control of the *Comptroller of Printing, Stationery and Stamps*, India (Administrative Department of the local Government) Officers in charge of presses are authorised to incur expenditure from the Fund, but no such officer should be permitted or required to spend out of the Fund in excess of the *bona fide* requirements of the press, merely because there is a balance in the Fund or for any other reason.

(8) A statement shall be appended to the annual report of each press showing :—

(*a*) the amount of the opening balance of the fund,

(*b*) the amount credited to the Fund during the year,

(*c*) expenditure from the Fund during the year, and

(*d*) the balance in the Fund at the close of the year.

ANNEXURE D.

RULES FOR THE PREPARATION OF MANUSCRIPTS AND TRANSMISSION OF WORK AND PROOFS TO THE GOVERNMENT PRESS.

1. Manuscripts for printing should be sent in all cases through the Liaison Officer.

2. All matter sent contrary to this rule will be returned to the office which sent it to the Press.

3. Manuscript which is not in complete and final form will not be set up in type. All matter must be thoroughly edited before being sent for printing in order to obviate material alterations and additions in the proofs.

4. The manuscript or "copy," before it is sent for printing, must be *neatly and legibly* written or typed on *only one side* of the paper. The size of the page in which it should be composed and the number of copies required should be clearly specified after carefully estimating the minimum requirements.

5. The Press will arrange "Copy" in the most economical form in the absence of other clear instructions and will look to the style of setting it but the Departments may, at the time the "copy" is first sent to the Press, give any instructions regarding the style or printing which the Press will endeavour to comply.

6. Instructions subsequently given on proof copies which should have been given initially cannot be complied with.

7. When matter has once been set up in the Press, it cannot, except in very special circumstances, be altered in type or size.

8. No proof will ordinarily be supplied when the manuscript is clear, type-written or a reprint. In important cases, however, where proofs are desired, not more than two proofs will be sent, except for special reasons which should be clearly explained.

9. Proofs sent by the Press should be returned direct to the Press in the time specified by the Superintendent. If they cannot be returned by that time, the time when they will actually be sent should be intimated to him.

10. After the expiry of this period, type will not be kept standing without any intimation being given to the Department concerned. The work will not also be reset after its type is distributed without the specific sanction of Government.

ANNEXURE 'E'

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Rules for the supply of Stationery and Forms to Public Offices.

NO. G. 6011-60, DATED BANGALORE, 27TH MAY 1904.

Existing.	Proposed.
ORDER.—In supersession of the rules issued under Government Order No. 12810-45—Mis. 2715, dated the 1st April 1898, the Government of His Highness the Maharaja are pleased to prescribe the following Rules for regulating the supply and consumption of Stationery and Printed Forms in the Public Offices in the State :—	ORDER.—In supersession of the Rules issued under Government Order (No. G. 6011-60, dated the 27th May 1904), the Government of His Highness the Maharaja are pleased to prescribe the following rules for regulating the supply and consumption of Stationery and Printed forms in the Public Offices in the State :—
Stationery.	**Stationery.**
1. All the Stationery for Public Offices will be supplied (as hitherto) from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided, will be found in Appendix A.	1. All the Stationery for Public Offices will be supplied from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided will be found in Appendix A.
2. The Superintendent of Stationery has no authority to add to, or subtract from, this list without the orders of Government.	2. No change.
3. No articles whatever of Stationery which are included in Appendix A shall be obtained for public use by local purchase, by any officer entitled to indent upon the Stationery Depot, without the previous sanction of Government.	3. No change.
4. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge is given in Appendix B attached.	4. No change.
5. Appendix C attached, contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).	5. No change.
6. The Superintendent is not bound to supply the officers in Appendix C to the full extent of their indents, when (he) doing so will interfere with the requirements of officers in Appendix B.	6. Omit.
7. Any other officers requiring articles from the Depot must obtain the previous sanction of Government.	7. Any other officers requiring articles from the Stationery Depot (whether by payment or free of charge) shall obtain the previous sanction of Government.
8. Annual (estimates) are not required (from officers ;) but when an unusually large consumption of any article or paper in any particular year is anticipated, intimation shall be given by the officers concerned to the Superintendent of Stationery not later than (the 1st December of the previous official year in the case of Europe articles,) and 15th of January (in the case of country articles,) stating the purpose for which they are required and other necessary particulars.	8. Annual (estimates) are not required but when an unusually large consumption of any article or paper in any particular official year is anticipated in any department, the head of that department should report the circumstances to Government and with their sanction intimation not later than 1st May of the previous official year should be given to the Superintendent of Stationery stating the articles required and the purpose for which they are required and other necessary particulars.

9. The kinds of paper and the purposes for which they are to be used are specified in Appendix A.

9. Omit.

10. Officers should be careful to indent for only as many blank books as are absolutely necessary stating fully the purpose for which they are required. The sizes and kinds of paper for such blank books are specified in Appendix A.

10. No change.

11. (Indents for Stationery shall be prepared in the Form given in Appendix D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application).

11. (*a*) A standing list containing names of all offices to which Stationery is supplied with names and quantities of each article of Stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list. (For the preparation of the standing list in the first instance, the following subsidiary instructions are issued).

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the office concerned and also extracts of list relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the Office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements, and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the data on which such claim is made shall be stated in detail. (Only the establishment as sanctioned by Government shall be taken into account for fixing the scale).

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner as the case may be who shall scrutinise the same and sanction the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the office concerned.

(*b*) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consulation of the Head of the Department or the Deputy Commissioner concerned.

12. On the 15th of July of every year a list showing the actual quantities consumed in the previous year, of each kind of stationery article shall be posted to the address of the Superintendent of Stationery.

13. The actual consumption of all articles of Stationery (whether indented for or not) in the two previous years shall be shown in the columns provided for the purpose in the Form. These figures must be entered with great care as the annual budget of Stationery is based on them.

14. In the column of "Remarks" an explanation of any large differences in the consumption and quantity of articles indented for (columns 6 and 9) shall be fully given.

15. Supply of articles not specified in Appendix A shall be made only with the previous sanction of Government.

16. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. Indents for the former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired, and then only on being covered by a certificate in the following form.—

"I certify that I have personally ascertained that the articles have been actually lost (or worn out by fair usage or destroyed by excusable accident)."

17. It shall be incumbent on indent officers to see that articles or periodical issue or issued to subordinates only in exchange for such as have become unserviceable, or can be satisfactorily accounted for.

18. All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

19. All old and unserviceable articles should be sold by public auction and the proceeds credited to Government, the particulars being intimated to the Superintendent of Stationery.

20. The Indents for Stationery and printed forms from the undermentioned officers may be transmitted direct to the Superintendent of Stationery :—

1. Government Secretaries of various Departments.
2. Registrar, Chief Court.
3. The Comptoller to Government.
4. The Excise Commissioner.
5. The Inspector-General of Police.
6. The Senior Surgeon and Sanitary Commissioner in Mysore.
7. The Inspector-General of Prisons.
8. Do do Education.
9. The Conservator of Forests.
10. The Secretary, Insurance Committee.
11. The Inspector-General of Registration

13. The actual consumption of all articles of stationery in each year shall be totalled and shown in the Issue Register of each office and a certified copy of this total shall be furnished each year to the Superintendent of Stationery.

14. Supplies shall be made to all the offices in rotation in the months specified against each office in the standard list.

15. Supply of articles not specified in Appendix A shall be made only with the previous sanction of Government and in accordance with Government Order No. G. 2805-7—G. M. 7-7, dated 19th November 1904 and G. O. No. G. 5047-9—G. M. 142-07-5, dated 26th February 1908, authorising the Superintendent to make small purchases for casual supplies.

16. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. The former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired and then only after the old articles are returned to the Stationery Depot as per Government Order No. G. 25240—P. & S. 78-18-4, dated 8th May 1919, and if the article is not available for return, only on being furnished with a certificate in the following form.—

"I certify that I have personally ascertained that the articles have been actually lost or worn out by fair usage or destroyed by excusable accident."

17. No change.

18. No change.

19. No change.

20. Omit.

12. The Survey and Settlement Commissioner.
13. The Revenue Commissioner.
14. The Superintendent, Inam Settlements.
15. The Director of Meteorology.
16. The Director of Statistics.
17. Military Assistant to Government of Mysore.
18. The Chief Commandant, Mysore State Troops.
19. The Principal, Central College.
20. The Director of Archaeological Researches in Mysore.
21. The Superintendent, Government Press.
22. The Superintendent of Stationery.
23. The President, City Municipality, Bangalore.
24. Do do Mysore.
25. The Private Secretary to His Highness the Maharaja.
26. The Palace Controller.
27. The Durbar Physician.
28. The Deputy Commissioners of Districts.
29. The Government Advocate.
30. The Examiner, Public Works Accounts.
31. The Superintendent, Government Gardens.
32. The Superintendent, Government Museum.
33. The Secretary to the Board of Examiners.
34. The Agricultural Chemist.
35. The Officer in charge of Ethnographic Survey.
36. The Chairman, Board of Trustees for the Improvement of the City of Mysore.

21. Indents of the following officers shall be transmitted through the Heads of their departments who will carefully check, countersign and forward them to the Stationery Superintendent:—

Through the Chief Court.

District and Sessions Judges.
Sub-Judges.
Munsiffs.
Public Prosecutors.
Law Reporter.

Through Chief Engineer.

Superintending Engineers.
Executive Engineers.
Resident Engineer, Cauvery Power Scheme.
Chief Electrical Engineer.
Assistant Engineers, Sanitary Range.

Through Deputy Commissioners.

Sub-Division Officers.
Assistant Commissioners.
Presidents of District and Presidents of Municipalities other than Bangalore and Mysore Cities.

Through Inspector-General of Police.

Police Superintendents.
Assistant Superintendents of Police.

Through Comptroller.

Treasury Officers.
Superintendent of Stamps.
Officer in charge, Stamp Manufactory.

Through Conservator of Forests.

Deputy and Assistant Conservators.
Sub-Assistant Conservators.
Forest Settlement Officer, Kadur and Chitaldrug.

Through Inspector-General of Prisons.

Superintendent of Jails.
Officers in charge of Lock-ups.

Through Senior Surgeon.

The Surgeon in charge of Victoria Hospital.
Civil Surgeons.
Chemical Examiner and Bacteriologist.
Officer in charge of Government Eye Infirmary.
Assistant Surgeons.
Deputy Inspectors of Vaccination.
Medical Officer in charge of Jails.

Through the Inspector-General of Registration.

District Registrars
Special Sub-Registrars.

Through Inspector-General of Education.

Curator, Government Book Depot.
Do do Oriental Library.
Honorary Secretary, Industrial School, Mysore.
Assistant to the Inspector-General of Education.
Inspecting officers of Education Department.

Through Military Assistant to the Government of Mysore.

Superintendent, Amrit Mahal Department.

22. Whenever any Head of Department equires the supplies due to officers subrdinate to him to be sent to his office, consoidated requisition for all such subordinate ffices shall be forwarded together with the eparate minor indents.

22. Omit.

23. The Indents should always be subaitted by the Indenting Officers referred to n para 21 to the Heads of their respective Departments in duplicate by the 15th January preceding the official year for which the supplies are needed. The Heads of Departments will check, countersign and transmit the same to the Superintendent of Stationery by the 15th February following.

23. Omit.

24. In checking the Indents referred to in Rule 23, the Heads of Departments will carefully revise them :—

i. by comparison of the stock consumed in each office with the consumption of previous years and with the expenditure of kindred offices.

ii. by comparison with the number of clerks using stationery and with the allowance scale.

iii. by a reference to the date of the last supply of articles which are issuable only after the expiry of the minimum period they are required to last.

24. Omit.

25. The countersigned indent should show in red ink any corrections or reductions which might be made by the Heads of Departments.

25. Omit.

26. The establishment given in the distribution statement in the indent shall be a counterpart of the annual schedule of establishment submitted to the Comptroller in so far as regards the number of officers and officials using stationery As this is the only check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account to be shown as accountants or *vice versa*.

26. Omit,

27. On the indents being finally passed, intimation will be given by the Superintendent of Stationery of the dates on which the supplies will be issued from the Depot.

27. The Superintendent of Stationery shall give intimation to the Offices in Bangalore of the dates on which the supplies will be issued from the Depot.

28. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted him by the Head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of the removal of their contents from the Depot, must be returned.

28. The officers in Bangalore will on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted to him by the Head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be returned.

29. In the case of other offices, the Superintendent of Stationery shall advise the indenting officer when and how his supply of Stationery and forms has been despatched, noting particularly the address (which shall be copied from the label on the indent) to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in the due course, the indenting officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

29. In the case of other offices, the Superintendent of Stationery shall advise the officer concerned when and how his supply of stationery and forms has been despatched noting particularly the address which shall have been furnished previously to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

30. On arrival of the supplies the indenting officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the peresence of the Indenting Officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately trans-

30. On arrival of the supplies, the receiving officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately transmitted to the Superintendent

mitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipts must not be delayed pending reference to the Stationery Depot regarding short or excess delivery which should form the subject of separate correspondence.

31. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the Office.

32. The complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Depot on a specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the cases. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not) he may intimate the same mentioning reasons for his opinion with suggestions for future prevention; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

33. Packing cases received from the Stationery Depot shall be sold and the proceeds credited to Government under "STATIONERY".

34. Whenever the provisions of these rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

35. The stores of Stationery and forms received from the Stationery Depot should be placed in charge under lock and key of either the Head Clerk or Manager of the Office.

36. Three separate books, Appendices F. 1. and F. 2. and K. one showing the receipts, another showing the issue of Stationery and printed forms, and the third showing periodical issues of Stationery, shall be maintained in each office.

37. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt books and issues therefrom regularly posted.

38. The issues shall be totalled up on the last day of each month and balance struck. The books shall be examined and initialled once a month by the Head of the Office or by some person appointed by him for the purpose and the balance as shown in the book verified with the actual balance in hand once a quarter.

of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

31. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the Office.

32. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on the specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the case or package. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not) he may intimate the same mentioning reasons for his opinion with suggestions for future prevention; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

33. Packing cases such as boxes or gunnies received from the Stationery Depot shall be sold and the proceeds credited to Government under "Stationery Receipts."

34. No change.

35. The stores of Stationery and forms received from the Stationery Depot should be placed in charge under lock and key of either the Sheristedar, the Head Clerk or the Manager of the Office.

36. No change.

37. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt book and issues posted into it from the issue register every month regularly.

38. Each item of issue entered in the issue register shall be attested by the clerk taking it. The issues shall be totalled up on the last day of each month and carried to the receipt book and balance struck. The books shall be examined and initialled once a month by the Head of the Office. The balance as shown in the book shall be verified with the actual balance in hand once a quarter by the ministerial head, and annually in July by the Head of the Office when intimating the stock and total of issues

39. The average annual consumption shown in the register shall be followed in furnishing figures to the Superintendent in the indent.

40. Any wilful wastage or extravagance on the part of the subordinates using stationery, which may be apparent to the Manager or Head Clerk of an office, should be brought to the immediate notice of the Head of the Office.

41. The receipt and issue registers maintained in any office, may at any time be called for by the Superintendent of Stationery for examination or for the purpose of verifying the indents.

42. All supplies shall be *bona fide* charge for the year in which the issues are made, and indents not complied with in full at the close of the year will be considered cancelled. The requisition for articles of periodical issues only, so unsupplied, may, if necessary, be renewed in the following year's indent.

43. Indents for printed forms are to be made only in the printed form of indent (Appendix G), copies of which will be supplied from the Stationery Depot.

39. Omit.

40. Any wilful wastage or extravagance on the part of the subordinates using stationery which may be apparent to the Sheristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the Head of the Office.

41. The receipt and issue registers maintained in any office may at any time be called for by the Superintendent of Stationery for examination.

42. Omit.

43. A standing list containing the names of all offices to which forms are supplied with number, name and quantities of each form to be supplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance the following subsidiary instructions are issued :—

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous 3 years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the office concerned and also extracts of lists relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the Office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the date on which such claim is made shall be stated in detail.

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner as the case may be who shall scrutinise the same and sanction the final standing list in consultation if necessary with the Superintendent of Stationery and communicate it to him and the Head of the Office concerned.

(b) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard

of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

33

43A. On the 15th July of every year a list showing the actual quantities consumed in the previous year of each kind of form and register shall be posted, to the address of the Superintendent of Stationery.

44. These indents should be in the case of the officers referred to in para 21 be submitted in duplicate to the Head of the Department to which the indenting officer belongs, who will countersign and forward the same to the Superintendent of Stationery by the 31st March preceding the official year for which the forms are required.

44. Delete.

45. Indents for forms will be subject to the same kind of check as Stationery Indents by the Head of Department with reference to the amount of business done in each office, the quantity expended, the balance on the annual consumption in cognate offices.

... Delete.

34

46. The authorised scale and prescribed forms should not be deviated from nor should any new forms except departmental ones prescribed by the Heads of Departments, under the authority of any rule or regulation in force. be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their indents or requisitions.

46. The authorised scale and prescribed forms should not be deviated from, nor should any new forms except departmental ones prescribed by the Heads of Departments under the authority of any rule or regulation in force be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their requisitions.

47. Printed addresses on covers and printed headings containing a few words only shall be entirely discontinued, except such as are specially ordered by Government in the General Department.

47. Omit.

35

48. Each form or register shall be numbered consecutively and the number once given to a form or register must not be altered as it is by this number that it is known in the Stationery Depot and the Government Press.

48. Each form or register to be printed in the Government Press shall be numbered consecutively, and the number once given to a form or register should not be altered as it is by this number that it is known in the Depot and the Government Press.

49. Heads of Departments after examining and revising the indent will enter the quantity passed by them and countersign and forward the indents to the Stationery Depot before the due date.

49. Omit.

36

50. In the case of forms newly introduced under the provisions of Rule 46, sample forms of the proper size must accompany the indent. These will be printed on the kind of paper prescribed therefor in the appendix. If in any case, forms on special paper are required, the indenting officer must specify his reasons fully in his indent.

50. In the case of forms newly introduced under the provision of Rule 46 sample forms of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed therefor in the Appendix. If in any case forms on special paper are required, must be fully syecified in the requisition.

51. Where an officer has several offices subordinate to him, issues of forms to these in bulk shall be made on indents (Appendix J) and entered in the register at the Head Office. Separate receipt and issue books shall be maintained in each subordinate office and a quarterly return showing consumption and balance in the form given in Appendix H shall be submitted by each subordinate office to the Head office. In departments in which Subordinate offices are regularly and systematically inspected, a personal examination of the registers by the inspecting officer may take the place of the quarterly return.

51. Omit.

52. Every printed form shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1—2,000—9-3-03." The number of the form shall be invariably quoted in the registers as well as in the indents.

53. A book file with a sample of each form in use shall be maintained in each office or department of an office by the subordinate in charge of the forms. In this, all modifications of forms ordered from time to time shall be at once noted.

54. All printed forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the form. Care shall be taken to prevent damage to the forms while in store.

55. All the forms and registers required by indenting officers for their use and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be included in the annual indent alone. Heads of offices shall not indent for forms and registers during the interim on dockets, save under exceptional circumstances, and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

56. Save on exceptional cases, no forms shall be printed unless at least 100 copies are required.

57. Old and obsolete forms shall wherever possible be utilised for covers and packing purposes. When such forms cannot be put to any other use, they shall be written off. But when otherwise utilised they shall be entered as stores received under the heading of the paper on which they are printed and issues therefrom posted under that heading.

Examination of stock.

58. Shortly before the submission of the annual indent, the head of each office shall examine his stock of stationery articles, forms, etc., with the book balance and certify to the fact at the foot of the annual indent in the form appended thereto (*Vide* Appendix D). In case of excess or deficiency in any article, a statement in the form laid down in Appendix I shall be submitted along with the indent and the instructions of the Superintendent of Stationery taken.

59. The value of any deficiencies in stock which have not been accounted for satisfactorily shall be recovered by the head of the office from the person responsible and

52. Every printed form shall bear (in small type) in a corner of it a letter, indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1—2,000—9-3-03." The number assigned to the form or register shall invariably be quoted in the requisition to the Press.

53. No change.

54. No change.

55. No change.

56. Omit.

57 No change.

Examination of

58. The head of each office shall examine his stock of stationery articles, forms, etc., with the book balance and send a statement in the form laid down in Appendix H to the Superintendent of Stationery on or before the 15th July to enable the Superintendent to regulate the supplies of the year. All modification in the standing list maintained in his office will, however be made only under orders passed by competent authority.

59. No change.

credited to Government. The Superintendent shall in all such cases, be furnished with Treasury receipt.

60. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates :—

Ink stands,
Pen-knives,
Scissors,
Hones,
Strops,
Colour boxes,
Rulers, etc.

The opinion of the head of the office in regard to these shall be recorded in order that the quantity of such articles to be indented for may be determined.

61. In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

62. Damaged or surplus stationery articles shall be disposed of in accordance with instructions to be obtained from the Superintendent of Stationery.

63. If it is apprehended that any article will deteriorate before coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

General.

64. When the quantity of any store or stationery indented for is not more than the average of consumption for the preceding two years, the Superintendent shall supply full quantity. When the indent for a larger quantity and satisfactory reasons are given for the increase, the Superintendent may comply with it provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds, Rs. 200, the Superintendent must obtain the previous sanction of Government before complying.

65. Supplementary indents for the whole office either for stationery or printed form shall as far as possible be avoided. If annual indents are carefully framed, all expenditure can, except in rare instances, be foreseen. The Superintendent may comply with any supplementary indent provided he is satisfied with the explanation of the indenting officer and subject to limitations, provided in Rules 45 and 64.

66. The Superintendent of Stationery shall bring to the notice of Government any serious neglect or a breach of these rules.

44

60. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates :—

Ink stands,
Pen-knives,
Scissors,
Colour boxes,
Rulers, etc.

and the opinion of the head of the office in regard to these shall be recorded.

45

61. No change.

46

62 No change.

47

63. No change.

48 **General.**

64. When any stationery article or form claimed is more than the quantity annually supplied as per standing list, the Superintendent shall supply the quantities in full provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying with the requisition.

65. Omit.

49

66. No change.

Chief Secretary to Government.

APPENDIX A.

Articles supplied by the Stationery Office and the Departments for which they are provided (Rule I).

Serial No.	Description of articles	Department for which it is provided	Remarks
1	Imitation Hand-made, 12 lbs....	For printing Certificates of the University, sannads, etc.	
2	Tub-size, Cream Wove, highly glazed 28 lb	To print letter forms of the Palace, Huzur Secretary, Dewan and Members of Council.	
3	Cream Laid "Original Government" quality, glazed 28 lbs....	Do do	
4	Cordelia Cover Paper (40 and 60 lbs. ...		
5	Glazed Tinted Cover Paper 40 lbs. ...	Press for printing covers for Bulletins, Educational books and registers, etc.	
6	M. G. Pressings of different tints, 40 and 60 lbs.		
7	Art cover paper of different tints, 40 and 60 lbs.		
8	White Cartridge, 40 and 45 lbs...	For printing Comptroller's Disbursement Registers, and for examinations for drawing purposes.	
9	Imitation Art Paper, 56 lbs. ..	For printing Educational Books and illustrations.	
10	Baskerville Note Paper	To print Letter Heads and Envelopes for Palace Huzur Secretary, Dewan and Members of Council.	
11	Do Envelopes ...		
12	Carrara Note Paper		
13	Do Envelopes ...	Do do	
14	Asoka Blotting paper, 38 lbs. ...	To be supplied for the Palace, Huzur Secretary, Dewan and Members of Council.	
15	Blotting paper, pink, 30 lbs. ...	General supply.	
16	Typewriting paper, thick 5 lbs.		
17	Do thin 3 lbs.		
18	Typewriting Carbon papers	Do	
19	Ink Carbon paper		
20	Pencil Carbon paper		
21	M. M. Azure Laid (Conqueror quality) 44 lbs. ...	Press for printing forms and registers.	For records to be preserved for 12 years or more.
22	M. M. Azure Laid (Usual quality) 44 lbs.		
23	Do do 32 lbs. ..	Do do	
24	Do do 26 lbs.		
25	Do do 15 lbs. ...	Supplies to Courts for writing judgment.	
26	Cream Laid Foolscap. Draft 10 lbs.	General supply.	
27	Cream Laid Foolscap. Draft 12 lbs.	Supplies to be made for the Local Examinations.	
28	Printing Single Royal 23 lbs.		
29	Do Double Demy 36 lbs.	Press for printing registers and forms and blank books.	
30	Do do Crown 30 lbs.		
31	Do do Foolscap 20 lbs.		
32	Do do do 16 lbs.		
33	Printing Double Foolscap (Rough) 14 lbs.	For printing Gazette.	
34	Brown Cartridge, Super Royal 30 lbs.	General supply for covers and packing.	
35	Do do 20 lbs...	Press for printing forms and registers.	
36	Badamy Royal, 16 lbs. ...	Press for printing forms.	
37	Do Demy, 14 lbs. ...	General supply.	
38	Do Double Foolscap 16 lbs.	Press for printing forms	
39	Do Cartridge 48 lbs.	Press for printing facing sheets of Files for Secretariats.	
40	Do do Foolscap 25 lbs.		
41	Colour papers, 20 lbs. ...	Press for printing P. W. forms, Forest Receipt books, etc.	

APPENDIX A.—*continued.*

Serial No.	Description of articles	Department for which it is provided	Remarks
42	Drawing paper, Double Elephant ..	Public Works, Railways and Other Departments where necessary.	
43	Drawing paper, Imperial ...		
44	Section paper, Demy		
45	Tracing paper		
46	Graph paper ...		
47	Marble paper, Royal ...	Press for covers to blank books and registers	
48	Featherweight paper, white, 20lbs.	For special Book works.	
	STATIONERY ARTICLES.		
49	Steel Pen Nibs ...	General supply.	
50	Pen holders ...	Do	
51	Needles ...		
52	White tape, English		
53	Red tape do		
54	Blue tape, woolen ..	Palace Huzur Secretary, Dewan and Members of Council.	
55	Thabalak thread ...	General supply.	
56	Thread white .	Do	
57	Blue Black Ink powder ...		
58	Red Ink powder		
59	Black Lead pencils	Secretariat and other Heads of Departments for drawing purposes.	
60	Copying pencils ...		
61	Coloured pencils, red and blue...	For Gazetted Officers.	
62	Blotting pads	Do	
63	India Rubber	General supply.	On ce in two years
64	Penknives	For Gazetted Officers.	On ce in four years
65	Scissors	General supply.	Do
66	Green baize	For Gazetted Officers.	Do
67	Candles	General supply.	
68	Ink Glasses, metal cap ..	Do	
69	Candle Sticks	Do	Will be issued at the rate of one per Head of Office and one for every full set of five clerks subject to a maximum of four candle shades for any one Office.
70	Round Ink Stands with two porcelain ink wells ...	For Gazetted Officers.	
71	Round wooden baselets with Ink pots and glass ..	General supply.	
72	Rulers ..	Do	
73	Finger Printing Apparatus ...		
74	Ribbons ..		
75	Paper weights	Heads of Offices.	
76	Cotton tags	Secretariats and Heads of Departments.	
77	Liquid Gum Bottles ...	Do	One bottle per annum.
78	Gloyor Grip Fix Gum bottles ...	Do	
79	Long cloth	Press and Survey Department for mounting maps.	
80	Sheep skin	Press for binding books.	
81	Cloth centred paper ...	For preparing File boards.	
82	Straw boards	For Press and Secretariat.	
83	Paste do ...	Press.	
84	Card do ..		
85	Ivory do		
86	Color do ...		
87	Club cloth lined boards	Press for printing special Invitation cards.	
88	Ivory cards, double large		
89	Do Envelopes		
90	Blue Black Ink jars ...	Secretariats and Heads of Departments.	
91	Cloth lined paper ...	Press.	
92	Envelopes, Demy	Secretariat and Heads of Departments.	
93	Do Foolscap		
94	Do Chit ...	General supply.	

APPENDIX A.—*concld.*

Serial No.	Description of articles	Department for which it is provided
95	Crow Steel pens	Public Works, Railways and other Departments where necessary.
96	Mapping pens ..	
97	Ink and pencil Erasers ...	
98	Metallic Note-book	
99	Sponges	Public Works, Railways, Archæological Stamp, Survey and Press Departments.
100	Tracing cloth ..	Public Works, Railways and other Departments where necessary.
101	Drawing pencils	
102	Drawing pins ..	
103	Artist Glasses	
104	Sable Hair Brushes	
105	Stencil Brushes	
106	Country Tape, white ...	Press for preparing File boards.
107	Do red	
108	Crimson Lake	Public Works, Railways and other Departments where necessary.
109	Emerald green ...	Do
110	Gambogo	
111	Indian Ink	
112	Litho Ink fine	
113	Prussian Blue	
114	Burnt Sienna	
115	Cobalt	
116	Light red	
117	Neutral tint	
118	Vermilion	
119	Yellow ochre	
120	Stencil Ink	
121	Brown Ochre	
122	Blue Royal	
123	Burnt Amber	
124	Carmine	
125	Carmine Lake	
126	French ultra marine ...	
127	Flake white	
128	Indigo	
129	Indian red	
130	Lake (moist)	
131	Lamp Black (moist) ...	
132	Madder	
133	Orange	
134	Purple	
135	Raw Sienna	
136	Sepia	
137	Scarlet lake	
138	Venetian red	
139	First quality Memorandum ...	General Supply.
140	Second do ...	Do
141	First quality Notepaper ...	
142	Second do ...	
143	Combined Envelopes ..	
144	From Register	
145	To Register	
146	Order Book of 2 qrs. ...	
147	Quarto Book	
148	Octavo Book	
149	Stationery Issue Register ..	
150	Do Receipt do ...	
151	Forms Issue Register ...	
152	Do Receipt do ...	
153	File Book	
154	Paper fasteners	Secretariats and Heads of Departmen
155	Ivory Paper Cutter ...	Do
156	Erasing Knives	Heads of Departments.
157	Pen rests	Heads of Offices.
158	Saucers	Public Works, Railways and other Departments where necessary.

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APPENDIX B.

LIST OF OFFICERS AUTHORISED TO INDENT ON THE STATIONERY DEPOT AND TO OBTAIN FORMS AND STATIONERY FREE OF CHARGE. (RULE IV.)

I. General Administration.

1 General and Revenue Secretariat.
2 Public Works Secretariat.
3 Krishnarajasagara Secretariat.

II. Revenue.

1 Revenue Commissioner.
8 Deputy Commissioners of Districts, eight.
23 Revenue Assistant Commissioners and Sub-Division Officers 23.
76 Amildars and Deputy Amildars of taluks and sub-taluks.
1 Muzrai Commissioner.

III. Judicial.

1 Registrar, Chief Court.
8 District and Sessions Judges.
8 District Magistrates.
2 City Magistrates.
1 Special Magistrate, Kolar Gold Fields.
35 Munsiffs.
1 Government Advocate.
3 Public Prosecutors.
17 Special Second Class Magistrates.
12 Special First Class Magistrates.
46 Benches of Honorary Magistrates.

IV. Jails.

1 Inspector-General of Prisons.
2 Superintendents of Jails.
8 Officers (District Magistrates) in charge of Lock-ups.

V. Police.

1 Inspector-General of Police.
14 District Superintendents of Police, Assistant Superintendents of Police including Railways and C. I. D.
1 Principal in charge of Police Training School.

VI. Survey.

1 Superintendent, Mysore Revenue Survey and Settlement
7 Assistant Superintendents and Sub-Assistant Superintendent of Revenue Survey

VII. Accounts.

1 Comptroller.
1 Officer in charge of the State Huzur Treasury, Bangalore.
8 Treasury Officers.
1 Insurance Secretary, Mysore State Life Insurance Committee.

VIII. Palace.

1 Private Secretary to His Highness the Maharaja of Mysore.
1 Huzur Secretary to His Highness the Maharaja of Mysore.
1 Private Secretary to His Highness the Yuvaraja of Mysore.
1 Durbar Surgeon, Mysore.
1 Daroga Officer, Bangalore Palace, Bangalore.

IX. Public Works.

1 Chief Engineer of Mysore, Bangalore.
2 Superintending Engineers.
0½ Executive Engineers.
1½ Chief Electrical Engineer.

Officer in charge of Forest Surveys
do — Game & Tiger Preserves
do — Tree cultivation

X. Forest.

1 The Chief Conservator of Forests in Mysore, Bangalore.
1 Conservator of Forests, Shimoga.
10 District Forest Officers.
8 Forest Sub-Division Officers.
1 Working Plan Officer, Bangalore.
2 The Veterinary Inspectors, Forest Department, Bangalore and Mysore.
1 Special Forest Officers, Bhadravati.
1 Officer in charge of Creosoting Plant, Bhadravati.
1 Officer in charge of the Minor Forest schemes
1 Sandal spike investigation officer

XI. Excise.

1 The Excise Commissioner in Mysore, Bangalore.
8 District Excise Officers.
9 Assistant Commissioners of Excise Branch.

XII. Stamps.

1 The Commissioner of Stamps in Mysore, Bangalore.
1 The Superintendent of Stamps.
1 The Superintendent, Stamp Manufactory.

XIII. Medical. and Health.

1 The Senior Surgeon in Mysore, Bangalore.
1 The ~~Sanitary Commissioner~~ in Mysore, Bangalore.
1 The Superintendent, Government Medical Stores.
1 The Superintendent, Mental Hospital. Bangalore
1 The Medical Officer in charge of Victoria Hospital. Bangalore
1 The Medical Officer in charge of Krishnarajendra Hospital. Mysore
~~5 The Chief Sanitary Inspectors.~~
8 The District Medical Officers
1 The Superintendent, Vaccine Institute, Bangalore.
1 The Lady Medical Officer in charge of Vani Vilas, Mysore.
1 The Lady Medical Officer in charge of Maternity Hospital, Bangalore.
1 Do do Robertsonpet, Kolar Gold Fields.
1 The Superintendent, Minto Hospital, Bangalore.
1 The District Medical ~~and Sanitary~~ Officer, Kolar Gold Fields.
1 The Chemical Examiner, Bangalore.
2 The Medical Officers in charge of Jails, Bangalore and Mysore.
8 District Sanitary Officers, Vaccination Department.
2 District Health Officers, Shimoga and Chitaldrug.
1 Medical Officer, Princess Krishnajammanni Tuberculosis Sanatorium, Mysore
3 Medical Officers, Epidemic Hospitals, Bangalore and Mysore.

Opth.

XIV. Education.

1 The Director of Public Instruction in Mysore, Bangalore.
2 The Deputy Directors of Public Instruction, Bangalore and Shimoga.
3 The Principal, Ayurvedic College, Mysore.
8 The Head Master, District Normal Schools.
30 The Assistant Inspectors of Education.
~~18~~ The Head Masters of High schools.
3 The Head Masters of High schools, Nanjungud and Tiptur, Mallesvaram.
1 The Principal, Government Training College, Mysore.
8 The District Inspectors of Education.
2 The Head Masters, Government Commercial Schools, Bangalore and Mysore.
5 The Superintendents, Government Industrial Schools.
7 The Assistant Inspectors of Urdu Education.
1 The Assistant Inspector of Kannada Education.
1 The Inspectress of Girls' Schools, Shimoga and Kolar.
1 The Principal, College of Engineering.
1 The Superintendent, School of Engineering.
2 The Principal, Maharaja's Sanskrit College, Bangalore and Mysore.
1 The Head Mistress, Vani Vilas Institute, Bangalore.
2 The District Inspectors of Urdu Education.
1 The Assistant Inspector of Sanskrit Schools.
1 The Head Mistress, Maharani's High School.
3 The Assistant Inspectress of Kannada Girls' Schools, Mysore, Hassan and Tumkur.
1 The Assistant Inspectress of Hindustani Girls' Schools, Mysore.

1 The Inspector of Science Education.
1 The Assistant Inspector of Education, Channapatna.
1 The Medical Inspector of Primary Schools, Bangalore and Mysor

XV. Geological.

1 The Director, Department of Geology.
1 The Chief Inspector of Mines in Mysore, Oorgaum.

XVI. Registration.

1 The Inspector-General of Registration.
8 The District Registrars.

XVII. Industries and Commerce.

1 The Director of Industries and Commerce in Mysore, Bangalore.
4 The Superintendents of Industries and Commerce.
1 The Textile Assistant, Government Weaving Factory.
1 The Superintendent, Government Weaving Factory, Dodballapur.

XVIII. Municipality.

1 The Commissioner City Municipal Council, Bangalore.
1 The President, Town Municipal Council, Mysore.
94 The Presidents and Vice-Presidents of other Municipal Councils in the Sta

XIX. Co-operative Societies.

1 The Registrar of Co-operative Societies in Mysore, Bangalore.
4 The Assistant Registrars of Co-operative Societies.

XX. Income-tax Department.

1 The Commissioner of Income-tax in Mysore, Bangalore.
9 The Deputy Commissioner of Income-tax in the State.
23 The Income-tax Officers.

XXI. Agriculture.

1 The Director of Agriculture.
2 The Deputy Director of Agriculture, Tumkur Mysore
1 The Assistant Director of Agriculture, Shimoga.
1 The Secretary, Board of Agriculture.
1 The Economic Botanist, Department of Agriculture, Bangalore
1 The Agricultural Chemist, Bangalore.
1 Do Engineer do
1 The Vice-Principal in charge of Hebbal Farm, Bangalore.
1 Do do School do
1 The Deputy Director of Agriculture, Chikmaglur.

XXII. Meteorology.

1 The Meteorological Reporter to Government, Bangalore.
7 The Meteorological Observer.

XXIII. Sericulture.

1 The Superintendent, Sericulture in Mysore, Mysore.

XXIV. Government Gardens.

1 The Superintendent, Government Gardens, Lal-Bagh.
1 The Director of Horticulture in Mysore.

XXV. Amrith Mahal.

1 The Superintendent, Amrith Mahal Department

XXVI. Veterinary Department.

1 The Superintendent, Civil Veterinary Department, Bangalore.
1 The Officer in charge of Serum Institute, Bangalore.

XXVII. Military Department.

1 The Chief Commandant, Mysore State troops, Bangalore
2 The Commandant, Mysore Transport Corps, Bangalore
3 The Superintendent, Hessaragatta Farm, Bangalore.
4 The Financial Assistant to Chief Commandant.

XXVIII. Assembly.

1 The Secretary, Representative Assembly and Legislative Council, Bangalore.

XXIX. Joint-Stock Companies.

1 The Registrar of Joint-Stock Companies.

XXX. Museum.

1 The Superintendent, Government Museum.

XXXI. Miscellaneous.

1 The Superintendent, Government Printing.
1 Do do Stationery.
1 The Secretary to the Board for the Management of the Mysore Local Service and Pleaders' Examinations.
1 The Secretary, Local Examinations (Education Department).
1 Mycologist and Entomologist.
1 The Special Land Acquisition Officer, Krishnarajasagara.
1 The Live-Stock Expert.
1 The Assistant Superintendent, Government Branch Press, Mysore.
1 The Superintendent, Government Soap Factory, Bangalore.
2 The Directors of Sandal Oil Factories, Bangalore and Mysore.
1 The Superintendent, Government Stud Farm, Kunigal.
1 The Kannada Translator to Government.
1 The Organising Commissioner, Boy Scouts, Bangalore.
1 The Secretary, Stores Purchase Committee.
1 The Secretary, Board of Industries and Commerce,
1 The Assistant Organising Commissioner, Boy Scouts, Mysore.
1 The Consulting Architect, Bangalore.
1 The Secretary, Board of Education.
1 The Superintendent, Byrapur Chrome Mines.
1 The University Librarian, Mysore University.
4 The Superintendents, Intermediate Colleges.
1 The Superintendent, Fern Hill Palace.
1 The Curator, Government Book Depot, Bangalore.
1 The Principal, Maharaja's College, Mysore.
1 The Financial Assistant to Director of Public Instruction.
1 The Secretary, Bangalore Distrubances Committee, Bangalore.
1 The Secretary, Students' Enquiry Committee, Bangalore.
1 The Secretary, Exhibition Committee, Lal-Bagh.
1 The Inspector of Office Systems.
1 The Publicity Officer, Bangalore.
3 The Deputy Amildars of Tumkur, Koppa and Manjarabad in connection with Record of Rights.
1 The Economic Survey Officer, Hassan.
1 The Commissioner of Workmen's Compensation.
9 Veterinary Dispensaries of Sorab, Nelamangala, Hiriyur, Pavagada, Belur, Devanhalli, Heggaddevanakote and Assistant Veterinary, Superintendents of Mysore and Tumkur Districts.
1 Rural Health Unit, Mandya.
1 The Deputy Registrar of Co-operative Societies, Bangalore
1 Forest Sub-Division Officer, Chamrajnagar

APPENDIX C.

LIST OF OFFICERS AND OFFICES ENTITLED TO OBTAIN STATIONERY ON PAYMENT (RULE V), (BOOK ADJUSTMENT).

1.	Mysore University.	For printing work done or stationery supplied.
2.	Office of the Mysore State Life Insurance.	Do
3.	The Electrical Department. ...	Do
4.	Mysore Railways. ...	Do
5.	All Factories and Workshops of the Industries and Commerce Department.	Do
6.	The Bhadravati Iron Works ...	Do

Miscellaneous offices like :—

7.	The Public Libraries of Bangalore and Mysore.	For stationery supplied
8.	The Seed Depot of the Government Gardens Department.	For Printing and Stationery
9.	Agricultural Department ...	Agricultural Calendar and special bulletins and pamphlets printed.
10.	Education Department. ...	For text-books printed and stationery supplied for Local Examinations.
11.	Local Boards and Municipalities and such other offices and institutions as may be specially included.	When they send any printed work.
12.	Military.	

(G. O. No. G. 6357-89—P. & S. 65-23-3, dated the 14th February 1925.)

APPENDIX D.

(RULE XI.)

Standing list of all offices to which stationery articles are supplied with names and quantities of each article to be supplied.

[The existing Stationery Indent to be adapted.]

Appendix D1 is intended for Amildar's Offices.

APPENDIX E.

(RULE XVI.)

List of stationery articles issued on a fixed scale and for stated periods.

Appendix E of the old rules to which articles to be supplied to Amildars should be added.]

APPENDICES F1, F2.

(RULE XXXVI.)

F1. General Store Account Book of Stationery and Forms.
F2. Account Book of the Issue of Stationery and Forms.

[The same appendices of the old rules.]

APPENDIX G.

(RULE 43.)

Standing list of all offices to which printed forms and registers are supplied with number, name and quantity of each form or register to be supplied.

[The existing Forms Indent to be adapted.]

APPENDIX H.

(RULE 58.)

Statement showing the book balance of stationery Articles and Forms on examination of stock.

[Appendix I of the old rules.]

APPENDIX I.

(RULE XXXVI.)

Register showing Periodical issues of stationery articles.

[Appendix K of the old rules.]

APPENDIX D.

(REFERRED TO IN RULE 11.)

Standing list of all offices to which stationery articles are supplied with names and quantities of each article to be supplied.

RULE NO. 11.—Indents for Stationery shall be prepared in the form given in Appendix 35D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application.

OFFICE OF.....

Number of Gazetted Officers.....
Number of clerks using stationery as per details below. } Clerks..... } Accountants..... } Mutchis.....
Details of sanctioned establishment.
The route and mode of carriage
Direction to be marked on cases.
To the
of
at
care of
To be forwarded by

No.	NAME OF ARTICLE	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3			Quantity supplied by the Depot			REMARKS. NOTE.—Explanation of unusually large demands, than the average consumption shown, etc., should be here given
	(1) Articles supplied on the average of the past two years' consumption.							
	SUPERIOR PAPERS.	Rms.	Q.	S.	Rms.	Q.	S.	
1	Machine-made Foolscap ...							
2	Typewriting paper, thick ...							
3	Do thin ..							
4	Carbon paper ...							
5	1st quality Memorandum ..							
6	2nd do do .							
7	1st quality note paper ...							
8	2nd do do ..							
9	Combined envelopes ..							
	ORDINARY PAPERS.							
10	Cream wove F.'cap. 10 lbs. ...							
11	Blotting Paper ...							
	PAPERS FOR COVERS AND PACKETS.							
12	Brown cartridge ..							
13	Badami Demy ..							
	BLANK BOOKS.	Number			Number			
14	"From" Registers, English ...							
15	"To" do do ..							*Vide* Instructions at the back.
16	Order Book ...							
17	Acquittance Book ...							
18	Quarto 1 qr. ..							
19	Octavo ½ „ ...							
20	Stationery Issue Registers ..							
21	Do Receipt do ..							
22	Forms Issues Register ..							
23	Do Receipt do ...							
24	Do K. do ...							
25	File Book ...							

APPENDIX D.—*concld.*

No.	NAME OF ARTICLE	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Quantity supplied by the Depot	REMARKS. NOTE.—Explanation of unusually large demands than the average consumption shown, etc., should be here given
	SUNDRY ARTICLES.	Number	Number	
26	Needles ..			
27	Tape, white Skeins			
28	Thread, white Reels			
29	Sealing-wax Sticks			
30	Candles No.			
	(2) Articles supplied according to Fixed Scale.			
31	Steel-pen Nibs No.			
32	Do Holders ,,			
33	Black Ink Powder Packs			
34	Red do do			
35	Black Lead Pencils No.			
36	Colored do ,,			
	(3) Articles supplied once for all and which can only be renewed after the lapse of the minimum period they are required.			(a) Here enter certificate required under the Officer's signature. *Vide* instructions at the back.
37	Blotting pads No.			
38	India-rubber ,,			
39	Pen-knives ,,			
40	Scissors ,,			
41	Green baize Yds.			
42	Ink-glasses No.			
43	Screw-top Ink-glasses ,,			
44	Candle-sticks ,,			
45	Ebony Ink-stands ,,			
46	Wooden ink-stands ,,			
47	Rulers, round ,,			
48	Finger printing apparatus ,,			
49	T. W. Ribbons, Remington ,,			
	Do Oliver ,,			
	Do Underwood ,,			
	Do L. C. Smith ,,			
	Do Portable ,,			

I certify that I examined the stock of stationery articles, printed forms and drawing and mathematical instruments, etc., on the 193 and found the same correct according to the book balance (except in the case of article shown in the accompanying statement).

Station..... .....

Date..... .....

Signature and designation of the Head of the Office.

Signature of the Indenting Officer.

Issue stationery passed in column No. 10.

Superintendent of Stationery.

Issued stationery accordingly as per column No. 11.

Supervisor. *Storekeeper.*

The articles detailed in column No. 11 have been examined and received in good condition from the Stationery Depot on this the.....day of..... 19

Signature and designation of the Officer receiving stationery.

APPENDIX E.

(RULE XVI.)

List of stationery articles issued according to a fixed scale and for stated periods for all Offices.

PER ANNUM.

	Black lead pencils	Colored pencils	Black ink powder	Red ink powder	Pen holders
1	2	3	4	5	6
Heads of Offices	4	2	3 packets to each man	1 packet to each man	2
Managers, etc., Auditors and Accountants	3	...			2
Clerks	3	...			2
Mutchies	2	...			1

N.B. –Black and red ink powders shall not be issued to each individual, but the required ink will be prepared by office mutchie and served out.

PER MONTH.

	Nibs	Blotting paper
1	2	3
Gazetted Officer	6	2 sheets
Managers, etc., Accountants and Clerks	4	1 ,,
Mutchies	3	1 ,,

N. B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as far as practicable.

PERIODICALS ISSUED AT STATED INTERVALS.

Articles	Minimum number of years for which the articles are issued	Scale
1	2	3
Blotting pad ..	1 Year ...	1 for each Gazetted Officer
India rubber piece ..	2 Years ...	1 per man
Pen-knives* ..	4 ,, ...	1 for each Gazetted Officer
Scissors ..	4 ,, ...	1 for each Officer.
Green baize ..	4 ,, ...	2 yards for Gazetted Officer
Ink glasses ..	5 ,, ...	2 per man
Screw top Ink glasses ..	5 ,, ...	2 for Gazetted Officers with touring works
Candle stand with globe .	4 ,, ...	4 (maximum) per office.
Rulers ..	Once for all ...	1 for every six clerks
Wooden ink stands ..	,, ...	1 for each official
Pen-racks ..	,, ...	1 for head of office.
Paper weights ..	,, ..	2 do

* Four pairs to Secretariats, Chief Court, Comptroller and other Officers having several offices.

† This class of articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be returned to Stationery for exchange for new ones as required by G. O. No. G. 25240—300-P. & S. 75-18-4 of 8th May 1919.

APPENDIX D I.

(RULE 11.)

Standing list of the Offices of Amildars to which stationery articles are supplied with names and quantities of each article to be supplied.

RULE No. 11.—Indents for Stationery shall be prepared in the form given in Appendix 35D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery on application.

OFFICE OF THE AMILDAR OF.... ....TALUK.

Date despatched.... .. ..

No. of Gazetted Officers... No. of clerks using stationery as per details below ..... Details of sanctioned establishment.

The route* and mode of carriage to be specified— Direction to be marked on cases To the..... of..... at..... care of..... to be forwarded by..... *Here distinctly state the nearest Railway Station to destination.

No.	PARTICULARS			Quantity supplied by the Stationery Office			REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given
				Rms	Q.	S.	
1	Blue laid Foolscap ...	...	...				
2	Cream-wove Foolscap	..	..				
3	Blotting paper ...	...	...				
4	Brown Cartridge ...	...	...				
5	Badamy Demy ...	...	...				
6	Pen carbon ...	...	...				
7	Pencil carbon ...	...	...				
8	Receipt Book for Stationery	...	...				
9	Issue Book for Stationery	...	...				
10	Receipt Book for Forms	...	...				
11	Issue Book for Forms	...	...				
12	Needles ...	...	No.				
13	Thread ...	...	lb.				
14	Thread, white ...	...	Nos.				
15	Sealing wax ..	...	Seers				
16	Steel pen nibs ...	...	No.				
17	Holders ...	...	No.				
18	Blue black ink powder	...	packs.				
19	Red ink do	...	,,				
20	Black lead pencils ...	..	No.				
				Date of last supply.			
21	Green baize ...	...	yds.				
22	Ink glasses ...	...	No.				
23	Pen-knife ...	...	No.				
24	Scissors ...	...	No.				
25	Wooden Ink stand	...	No.				
26	Rulers ...	...	No.				

I certify that I examined the stock of Stationery articles, etc., on the..... .....
.....and found the same correct according to the book balance.

Dated.....
Station .....

Countersigned by—

Signature of the Indenting Officer.

Deputy Commissioner.....*District.*

Issue Stationery passed in column 10.

Issued Seationery accordingly as per column 11.

Superintendent of Stationery. *Supervisor.* *Storekeeper.*

APPENDIX E I.

List of stationery Articles issued according to a Fixed Scale and for stated periods for Amildars' Offices.

Per Annum.

	Black lead pencils	Black ink powder	Red ink powder	Pen holders
Officer	4	3 packets to each man.	One packet to each man.	2
Managers, Auditors and Accountants ...	3			2
Clerks	3			2
Mutchies	2			1

N. B.—Black and Red ink powders shall not be issued to each individual, but the required ink will be prepared by office Mutchies and served out.

Per Month

	Nibs	Blotting
Officer	6	2 sheets
Managers, Accountants and Clerks	4	1 sheet
Mutchies	3	1 ,,

N. B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as far as practicable.

Periodicals* (For the Amildar only.)

**(Vide G. O. No. G. 6676-86—P. & S. 1-27-42 of 15th December 1927.*

Articles	Minimum number of years for which the articles are issued	Scale
Green baize	6 years	Two yards
Ink glasses	6 years	Two
Pen-knife	4 years	One
Scissors	4 years	One pair
Wooden Ink stand	Once for all	One
Rulers	Do	One pair every six men

N. B.—The articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be returned to the Stationery Depot for exchange or new ones as required by G. O. No. G. 25240-300—P. & S. 75-18-4 of 8th May 1919.

APPENDIX F1.

General Store Account Book of Stationery and Forms of the Office of.....
DURING THE YEAR 19 -19 .

Instructions for the up-keep of the General Store Account Book of Stationery and Forms.

1. The General Store Account Book should show all receipts namely the stationery and forms received from the Depot by local purchase, and that returned to stores by an office or offices, and also the monthly issues and balances in the following manner :—

2. The receipts will be posted up whenever they are received and added to the balance at the end of each month ; the monthly totals of issues will be posted underneath the next receipts and the balances thus ascertained monthly. At the end of the year an abstract showing the net receipts, issues and balances of the year will be shown at the foot of the General Store Account Book. The balance at the end of the year will form the opening balances of the ensuing year.

Date	Receipts Issues and Balances	Writing paper										Paper for drafting purposes			
		1 Royal		2 Medium		3 Demy		7 Cream laid quarto post		8 Cream laid note		15 Foolscap hand made		23 Foolscap machine made				25 Cream wove Foolscap 10 lbs.		26 Cream wove Foolscap 14 lbs.			
	Opening Balance	R.	Q. S.	R.	Q. S.	R.	Q. S.	R.	Q. S.	R.	Q. S.	R.	Q. S.	R.	Q. S.	R.	Q. S.	R.	Q. S.	R.	Q. S.	R.	Q. S.

		Paper for Drafting purposes												Miscellaneous paper																Blank books of writing paper											
		27 Blotting paper			28 Brown Cartridge			30 Badamy Demy 16 lbs.			39 Printing Royal			41 Printing Demy															48											
		R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	R.	Q.	S.	No.	No.	No.
	Opening Balance																																								

| | | Miscellaneous articles | | | | | | | | | | | | | | | | | | |

APPENDIX F2.

ACCOUNT BOOK OF THE ISSUE OF STATIONERY AND FORMS IN THE OFFICE OF..... DURING THE YEAR 19 --19 .

Instructions for the Issue of Stationery and Forms and for the up-keep of the Account Book of such issues.

1. As a precautionery measure, the officials receiving articles will draw a line in red ink through the blank spaces opposite their names.

2. The daily expenditure of Stationery and Forms, as entered by each official who receives the articles, must be totalled monthly, and a progressive total thereof extended until the end of the year. The monthly totals will, on the 1st of the succeeding month, be carried into the General Store Account Book, to be dealt with in the manner therein prescribed.

| Date | To whom issued | Signature of recipient | Writing paper | | | | | | | | | | Paper for Drafting purposes | | | | | | | | | |

APPENDIX G.

(RULE 43.)

Standing list of the office of ... ...to which print Forms and Registers are supplied with number, name and quantity of each For... or Register to be supplied.

Rule No. 43.—Indents for printed forms are to be made only in the printed form of indent (Appendix 35G), copies of which will be supplied from the Stationery Depot.

Office of..... ....

The route and mode of carriage. Description to be marked on cases To the..... ..... of..... at..... care of..... to be forwarded by.....

Serial number of the Indent	Serial number of the Form	Name of Form	Quantity to be supplied by the Superintendent	REMARKS. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given.
1	2	3	4	5

....19 Signature and Designation

APPENDIX H.

(REFERRED TO IN RULE 58.)

Statement showing the book balance of Stationery and Forms on examination of stock, on 193 .

Articles	Balance as per book	Actually found in stock	Excess	ficiency	Remarks accounting for the difference
1	2	3	4		6

STATION..... ...

Date..... .....

Signature and Designation.

APPENDIX I.

EFERRED TO IN RULE 36 PART II.)

...ing Periodical Issues of stationery articles.

Date of issue	To whom issued	Rubber	Pen-knives	Ink glasses	Screw top ink glasses	Green baize	Scissors	Candle sticks	Rulers	Ebony Inkstands	Wooden Inkstands	Paper weights	Pen rests

Diary No. of letter replied to.....

General and Secretariat
( )
the 193

Date of issue 5/1/31

Signed by Mr. N.D. Rao

1. All Bills by Mr Das entitled with Record of Rights to be sent Private Secy to H.H. the Maharaja of Mysore

Darbar Office, Bangalore Palace Bangalore

By Sc & Treasr

List of enclosures.....

Doctor Skeen's Doctor Ayurvedic Dispensary Skeen's Medical Inspector of Primary Schools Ramsay Camp Bangalore & Kgf Bangalore & Kgf

Copied by.....

Examined by.....

Section

File No.

Serial No.

No. G. 694

To

The Superintendent

Govt Stationery

Bangalore

Sir

With reference to your No. S. 840 Dated 1st Dec 30 forwarding a Revised Indent to obtain forms and Stationery free of charge I am directed to request you to quote the authority under which the Municipal Offices are entitled

All communications, *re* Stationery and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDEN
GOVERNMENT STATIONERY DEPOT.

Dated, Bangalore, 9th May 193 1

No. S. 1861.
ENCL.

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

7040

11 MAY 1931
863

N. Madhava Rao, Esq., B.A., B.L.,
Chief Secretary to Government of
His Highness the Maharaja of Mysore,
Bangalore.

Sir,

With reference to your letter No. G.6902/P.& S. dated 5th January 1931, requesting to quote the authority under which certain offices are entitled to free supply of Forms and Stationery, I have the honour to furnish below the information required:-

Names of Officers.	Authority under which supply is being made.
1. All Special Deputy Amildars entrusted with Record of Rights Works.	They are not entitled to free supply. Charges are recovered through the Revenue Commissioner. They were included in the list oversight & may be deleted.
2. Private Secretary to His Highness the Yuvaraja of Mysore.	G.O.No.2524/P& S.1-27-dated 2-9-1927. Hoy T
3. Daroga Officer, Bangalore Palace.	No supply of Stationer & forms is now being made. The name may be deleted fro the list.
4 Superintendent, Fern Hill Palace. Hoy X	No.G.5365-7/[illegible].80-14-dated 26-11-1914.
5. The Unani Doctor, Shimoga.	Both these officers state that Stationery is being supplied as per District Medical Officer's letter No. 5933-34 dated 24-4-1926. The District Medical officer, Shimoga, has accordingly been addressed on the subject and a reminder has also been issued. On receipt of his reply, the authority will be intimated.
6. The Doctor Ayurvedic Dispensar, Shimoga.	
7. The Medical Inspector of Primary Schools, Schools, Bangalore and Mysore.	P.T.O

7. The Medical Inspector of Primary Schools, Bangalore and Mysore.	) General Secretar's No.G.2469/ P.& S. 4-28-6 dated 28-8-1928.
8. The Organising Commissioner Boy Scouts, Bangalore.	) G.O.No.G.24759-74/P. & S. 28-20-65 dated 21-6-1921 and No.G.10499-501/P.& S.4-25-148 dated 23-6-1926.
9. - do - Mysore.	)

I beg that the revised Stationery Rules may be kindly sanctioned at a very early date. Nos. 5 and 6 may be retained in the list for the present, and its retantion or otherwise may be decided after a reply is received from the District Medical Officer, Shimoga.

I have the honour to be,

Sir,

Your most obedient servant.

B. Subbaiya

Superintendent.

All communications, *re* Stationery and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated, Bangalore, 18th MAY *1931*.

No. S. 1916.
ENCL.

GENERAL MISCELL. 7280 20 MAY 880

FROM

B. PUTTAIYA, ESQ., B.A.,
SUPERINTENDENT OF STATIONERY,
BANGALORE.

C1

To

N. Madhava Rau, Esq., B. A., B. L.,
Chief Secretary to the Government of
His highness the Maharaja of Mysore,
Bangalore.

Sir,

In continuation of this office No. S. 1861 dated 9th instant, I have the honor to state that the District Medical Officer, Shimoga reports in his letter No. 4882 dated 15-5-1931 that the authority under which the District Medical Officer, Shimoga, ordered the supply of stationery to the Unani Doctor and the Ayurvedic Dispensary, - Shimoga in his No. 5934 dated 24th April 1926 is not forthcoming in his office records and that as these Institutions have since been abolished as per No. G. 10675-9/ Medl. 195-29-1 dated 23rd April 1931, the supply of the stationery articles to those two Institution may be abolished.

I therefore request that the names of these two Institutions may be deleted from the list.

I have the honor to be,
Sir,
Your most obed[illegible] servant,

Superintendent

G.R.S. App. F VI G-2]

SUBJECT .....

.....

.....

Diary No. of letter replied to.....

Sec. 175

File No. 1 – 31

Serial No. 1

General and Revenue Secretariat

the ( ) 193

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read—

Date of issue 8. 7. 31

Signed by Mr N. Deva Rau.

C

Para 21 of the G.O. No Q 1485-6 P+S-66-29-2 dt. 27.6.1930 stating that a separate order will issue in the matter of revising the rules regarding the supply of Stationery and Forms.

May this be

(i) Printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

Order Thereon No.

2. Correspondence ending with letter No S. 1916 dated 18.5.1931 from the Supdt of Stationery on the above subject

order G. 201-60

The draft rules proposed by the Press Committee, together with the list of Officers entitled to obtain Forms and Station...

ree of charge, as slightly
revised, are approved and
appended to this order.

Heads of Depts are requested
to forward to the Stationery Depot
a carefully prepared Consolidated
final list showing the quantity
of each form and Stationery articles
required to be sent to their Offices
as well as direct to each of the
Offices under their Control which
will form the basis of future
Supplies to all Offices direct.

~~The creation or the abolition of any~~
~~Office to which free supply should~~
~~be intimated to the Supdt of Sty~~

They are also re-
quested to intimate to
the Supdt: of Stationery
soon as may be, ~~the cr~~
~~of a new~~ the abolit
of any subordinate offi
which is entitled to
free supply of stationer
& forms under the
rules.

List of enclosure;

Appendix B

List of Officers entitled to obtain Forms and Stationery free of Charge. (Rule IV)

	I General Administration
1.	General and Revenue Secretariat.
1.	Public Works Secretariat.
1.	Krishnarajasagara Secretariat.
	II Revenue.
1	Revenue Commissioner.
8	Deputy Commissioners of Districts.
23.	Revenue Asst. Commissioners and Sub Division Office
6.	Amildars and Deputy Amildars of Taluks and Sub Talu
8.	All Special Deputy Amildars entrusted with the record of rights work
1.	Muzrai Commissioner.
	III Judicial.
1.	Registrar, High Court of Mysore, Bangalore.
4.	District and Sessions Judges.
8.	District Magistrates.
5.	Subordinate Judges.
2.	City Magistrates.
1.	Special Magistrate, Kolar Gold Fields.
41.	Munsiffs.
1.	Government Advocat
3.	Public Prosecutors.
17.	Special Second Class Magistrates.
12.	Special First Class Magistrates.
46.	Benches of Hon. Magistrates.
	IV Jails.
1.	Inspector General of Prisc
2.	Superintendents of Jails.
8.	Officers (District Magistrates) in Charge of Lock-ups.
	V Police.

V. Police

1. Inspector-General of Police.
21. District Superintendents* of Police and Asst. Superintendents* of Police, including Railway and C.I.D.
1. Special Superintendent of Police, Kolar Gold Fields.
1. Principal in charge of Police Training School.

VI Survey.

1. Superintendent, Mysore Revenue Survey and Settlements.
7. Asst. Superintendent and Sub Asst. Superintendents of Revenue Survey.
1. Superintendent ~~in~~ Mysore Revenue Survey, Record of Rights.
8. ~~Distr~~District Survey Officers.

VII Accounts.

1 Comptroller.
1. Officer in charge of the State Huzur Treasury, Bangalor
8. Treasury Officers.

VIII. Palace.

1. Private Secretary to His Highness the Maharaja of Mysor
1. Huzur Secretary - do - - do - - do -
1. Private Secretary to His Highness the Yuvaraja of Mysor
1. Durbar Surgeon.
1. Daroga Officer, Bangalore Palace, Bangalore.
1. Superintendent, Fern Hill Palace.

IX. Public Works.

1. Chief Engineer of Mysore, Bangalore.
1. Chief Engineer, Krishnarajasagara Works, Bangalore.
3. Superintending Engineers.
20. Executive Engineers.

X. Forest.

1. Chief Conservator of Forests in Mysore, Bangalore.
1. Conservator of Forests, Shimoga.
10. District Forest Officers.
8. Forest Sub Division Officers.
1. Working Plan Officer, Bangalore.
1. Veterinary ~~Asstt Officer~~ Inspector, Forest Department, Bangalore and Mysore.
1. Special Forest Officer, Bhadravathi.
1. Officer in Charge of Creosoting Plant, Bhadravathi.
1. - do - of the Minor Forest Scheme,
1. - do - of Forest Surveys.
1. Officer in Charge Game and Tiger Preservers.
1. - do - Lac Cultivation.
1. Sandal Spike Investigation Officer.
1. Sub Asst. Conservator of Forests on Special Duty in connection with ~~College~~ Rajiv Kollics, Shimoga.
1. Officer in Charge of Elephants.
1. Officer in Charge of Sandal Valuation Survey, Sagar & Shimoga
1. Officer in Charge of Sandal Valuation Survey, Arsikere.

XI. Excise.

1. Excise Commissioner in Mysore, Bangalore.
5. Distirct Excise Officers.
9. Asst. Commissioner, Excise Branch.

XII. Stamps.

1. Commissioner of Stamps in Mysore, Bangalore.
1. Superintendent of Stamps in Mysore, Bangalore.
1. Superintendent of Stamp Manufactory ~~in Mysore~~, Bangalore.

XIII. Medial and Health.

1. Senior Surgeon in Mysore, Bangalore
1. Director of Health in Mysore, Bangalore.
1. Consultant in Health, Bangalore.
1. Sanitary Engineer, Bangalore.
1. Superintendent, Govt. Medical Stores, Bangalore

~~1. Superintendent, Government Medical Stores, Bangalore.~~

1. Superintendent, Mental Hospital, Bangalore.

1. Medical Officer in Charge of Victoria Hospital, Bangalor

1. Medical Officer in Charge of Krishnarajendra Hospital, Mysore.

8. District Medical Officers.

1. District Medical Officer, Kolar Gold Fields.

1. Superintendent, Vaccine Institute, Bangalore.

1. Lady Medical Officer, Vani Vilas Hospital, Mysore.

1. Lady Medical Officer in Charge of Maternity Hospital, Bangalor

1. Lady Medical Officer in Charge of Maternity Hospital, Robertsonpet, Kolar Gold Field

1. Superintendent, Minto Ophthalmic Hospital, Bangalore.

1. Chemical Examiner to Government, Bangalore.

2. Medical Officers in Charge of Jails, Bangalore and Mysc

8. District Sanitary Officers, Vaccination Department,

2. District Health Officers, Shimoga and Mysore.

1. Medical Officer, Princess Krishnarajamanni Tuberculosis Sanatorium, Mysore.

5. Medical Officers, B.D. Hospital, Bangalore, Mysore and Kolar Gold Fields.

1. Medical Inspector of Girls' Schools, Bangalore.

1. Medical Officer, Mysore Troops/Station Hospital, Bangalore.

1. Medical Inspector of Schools, Mysore.

1. Superintendent, Public Health Institute, Bangalore.

1. Medical Inspector of Government Schools, Chamarajapet.

X 1. (b) Unani Doctor, Shimoga.

X 1. (b) Doctor Ayurvedic Dispensary, Shimoga.

1. Health Officer in Charge of Malaria & Rural Health Unit Mandya

1. Technical Officer, Vital Statistics.

XIV. Education.

1. Director of Public Instruction in Mysore, Bangalore.

1. Financial Asst. to the Director of Public Instruction, Bangalore.

2. Deputy Director of Public Instruction, Bangalore and Shimog

1. Principal, Ayurvedic College, Mysore.

8. Head masters, District Normal Schools,

31. Assistant Inspectors of Education,

~~19.~~ Head masters of High Schools.

1. Principal, Government Training College, Mysore.

8. District Educational Officers.

2. Head masters, Government Commercial Schools, Bangalore and Mysore.

5. Superintendents, Govt; Industrial Schools.

7. Asst. Inspectresses of Urdu Education.

1. Asst. Inspector of Kannada Education, Bangalore

1. Inspectress of Girls' Schools, Shimoga and Kolar.

1. Superintendent, School of Engineering, Bangalore.

2. Principals, Sanskrit College, Bangalore and Chamarajendra Sanskrit College, Mysore.

1. Head Mistress, Vani Vilas Institute, Bangalore.

2. District Inspectors of Urdu Education.

1. Asst; Inspector of Sanskrit Schools.

1. Head Mistress, Maharani's High School, Mysore.

3. Asst; Inspectresses of Kannada Girls' Schools, Mysore, Hassan and Tumkur.

1. Asst. Inspectress of Hindustani Girls' Schools, Mysore

1. Medical Inspector of Primary Schools, Bangalore and Myso

1. Asst; Inspectress of Girls' Schools, Shimoga & Kadur.

1. Superintendent, Women's Training College, Mysore.

1. Superintendent, Sanskrit Schools, Bangalore.

1. Secretary, Board of Sanskrit Studies & Examinations, My

1. Secretary, Local Examinations Boards, Bangalore.

1. Curator, Government Book Depot, Bangalore.

XV. Geological.

1. Director, Department of Geology.

1. Chief Inspector of Mines in Mysore, Gorgaum.

XVI. Registration.

1. Inspector-General of Registration in Mysore, Bangalore.
8. District Registrars.

XVII. Industries and Commerce.

1. Director of Industries and Commerce in Mysore, Bangalore.
4. Superintendents of Industries and Commerce.
1. Superintendent, Government Weaving Factory, Doddaballapur.
1. District Weaving Demonstrator, Mysore

XVIII. Co-Operative Societies.

1. Registrar, Co-Operative Societies in Mysore, Bangalore.
1. Deputy Registrar of Co-Operative Societies, Bangalore.
6. Assistant Registrars of Co-Operative Societies, [redacted].

XIX. Income-Tax Department.

1. Commissioner of Income Tax in Mysore, Bangalore.
9. Deputy Commissioners of Inc
25. Income Tax Officers.

XX. Agriculture.

1. Director of Agriculture, Banga
2. Assistant Directors of Agriculture, Tumkur and Mysore.
2. Deputy Directors of Agriculture, Shimoga and Chickmagalur.
1. Economic Botanist, Department of Agriculture, Bangalore.
1. Agricultural Chemist. Bangalore.
1. Agricultural Engineer, Bangalore.
1. Vice Principal in Charge of Hebbal Farm, Bangalore.
1. Vice Principal in Charge of Agricultural School [redacted], Bangalore.
1. Entomologist, Department of Agriculture, Bangalore.
1. Mycologist, Department of Agriculture, Bangalore.
1. Officer in Charge of the Live Stock Section, Bangalore.

XXI. Meteorological.

1. Meteorological Reporter to Government, Bangalore.
7. Meteorological Observers.

XXII. Sericulture.

1. Superintendent, Sericulture in Mysore, Mysore.

XXIII. Government Gardens.

1. Superintendent, Government Gardens, Bangalore.
1. Director of Horticulture, Bangalore.

XXIV. Amrith Mahal.

1. Superintendent, Amrith Mahal Department, ~~Mysore~~. Bangalore.

XXV. Veterinary Department.

1. Superintendent, Civil Veterinary Department, Bangalore.
1. Officer in Charge of Serum Institute, Bangalore.
2. Asst. Veterinary Superintendents, Mysore and Tumkur.
   All Veterinary Dispensaries.

XXVI. Military Department.

1. Chief Commandant, Mysore State Troops, Bangalore.
1. Commandant, Mysore Transport Corps, Bangalore.
1. Superintendent, Hessaraghatta Grass Farm, Hessaraghatta.
1. Financial Asst. to Chief Commandant, Bangalore.
1. Superintendent, Government Stud Farm, Hunigal.

XXVII. Representative Assembly and Legislative Council, Bangalore.

1. Secretary, Representative Assembly and Legislative Council, Bangalore.

XXVIII. Joint Stock Companies.

1. Registrar, Joint Stock Companies, Bangalore.

XXIX. Museum.

1. Superintendent, Government Museum, Bangalore.

XXX. Miscellengous.

~~2. Asst. Organising Commissioner, Boy Scout, Mysore & Bangalor~~

1. Superintendent, Government Printing, Bangalore.

1. Superintendent, Government Stationery, Bangalore.

1. Asst. Superintendent, Government Branch Press, Mysore.

1. Secretary to the Board of Management, Mysore Local Service and Pleaders' Examination, Bangalore.

1. Special Land Acquisition Officer, Krishnarajasagara.

1. Superintendent, Government Soap Factory, Bangalore.

2. Directors, Sandal Oil Factories, Bangalore and Mysore.

1. Kannada Translator to Government, Bangalore.

1. Organising Commissioner, Boy Scouts, Bangalore.
Asst — Do — Boy Scouts — & Mysore.

1. Secretary, Stores Purchase Committee, Bangalore.

1. Secretary, Board of Industries and Commerce,

1. Secretary, Board of Agriculture,

1. Secretary, Board of Education.

1. Superintendent, Government Chrome mines, Byrapur.

1. Secretary, Exhibition Committee, Bangalore.

1. X Inspector of Office Systems, Bangalore.

1. Publicity Officer, Bangalore.

1. Commissioner of Workmen's Compensation, Bangalore.

1. Consulting Architect, Bangalore.

~~Appendix B~~

1. X Secretary, Economic Conference.

8. X District Economic Conference Superintendents

1. Censes Superintendent in Mysore, Bangalore.

1. Director, Archeological Researches in Mysore, Mysore.

B. Srinivasa
Superintendent,
Govt. Stationery Dep
Bangal

4th November 1930.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 201-60—P. & S. 1-31-1, dated 8th July 1931.

Revised Rules for Supply of Stationery.

Approves of the —— and Forms to the several Departmen

READ—

Paragraph of the Government Order No. G. 14823-30—P. & S. 106-29-2, dated 27th June 1930, stating that a separate order will issue in the matter of revising the rules regarding the supply of Stationery and Forms.

2. Correspondence ending with letter No. S. 1916, dated 18th May 1931, from the Superintendent of Stationery on the above subject.

ORDER No. G. 201-60—P. & ... DATED 8TH JULY 1931.

The draft rules proposed by the Press Committee together with the list of officers entitled to obtain Forms and Stationery free of charge, as slightly revised, are approved and appended to this order.

Heads of Departments are requested to forward to the Stationery Depot a carefully prepared consolidated final list showing the quantity of each Form and of Stationery articles required to be sent to their offices as well as direct to each of the offices under their control which will form the basis of future supplies to all offices direct. They are also requested to intimate to the Superintendent of Stationery as soon as may be, the abolition of any Subordinate Office which is entitled to the free supply of Stationery and Forms under these rules.

N. MADHAVA RAO,
Chief Secretary to Government.

To—The Superintendent of Stationery.
The Superintendent, Government Printing.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Distri
The Secretaries to Government.

Exd.—C. K.

No. G. 201-60—P. & S. 1-31-1, dated 8th July 1931.

ANNEXURE.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Rules for the supply of Stationery and Forms to Public Offices.

ORDER.—In supersession of the Rules issued under Government Order No. G. 6011-60, dated the 27th May 1904, the Government of His Highness the Maharaja are pleased to prescribe the following rules for regulating the supply and consumption of Stationery and Printed forms in the Public Offices in the State:—

Stationery.

1. All the Stationery for Public Offices will be supplied from the Mysore Government Stationery Depot at Bangalore. A list of articles supplied by the Stationery Depot showing the departments for which they are provided will be found in Appendix A.

2. The Superintendent of Stationery has no authority to add to, or subtract from, this list without the orders of Government.

3. No articles whatever of Stationery which are included in Appendix A shall be obtained for public use by local purchase, by any officer entitled to indent upon the Stationery Depot, without the previous sanction of Government.

4. A list of officers authorised to indent on the Stationery Depot and obtain their supplies free of charge is given in Appendix B attached.

5. Appendix C attached, contains a list of officers who are entitled to obtain supplies from the Stationery Depot on payment (book adjustment).

6. Any other officers requiring articles from the Stationery Depot (whether by payment or free of charge) shall obtain the previous sanction of Government.

7. Annual estimates are not required, but when an unusually large consumption of any article or paper in any particular official year is anticipated in any department, the head of that department should report the circumstances to Government and with their sanction intimation not later than 1st May of the previous official year should be given to the Superintendent of Stationery stating the articles required and the purpose for which they are required and other necessary particulars.

8. Officers should be careful to indent for only as many blank books as are absolutely necessary stating fully the purpose for which they are required. The sizes and kinds of paper for such blank books are specified in Appendix A.

9. (*a*) A standing list (Appendices D and D. I.) containing names of all offices to which stationery is supplied with names and quantities of each article of stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance, the following subsidiary instructions are issued:—

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the Office concerned and also extracts of list relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the Office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the data on which such claim is made shall be stated in detail. (Only the establishment as sanctioned by Government shall be taken into account for fixing the scale).

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner, as the case may be, who shall scrutinise the same and sanction the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the Office concerned.

(*b*) Whenever a new office is [illegible] under the sanction of Government or when an existing office is abolished, in [illegible] shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

10. On the 15th of July of every year, a list showing the actual quantities consumed in the previous year, of each kind of stationery article shall be posted to the address of the Superintendent of Stationery.

11. The actual consumption of all articles of stationery in each year shall be totalled and shown in the Issue Register of each office and a certified copy of this total shall be furnished each year to the Superintendent of Stationery.

12. Supplies shall be made to all the offices in rotation in the months specified against each office in the standard list.

13. Supply of articles not specified in Appendix A shall be made only with the previous sanction of Government and in accordance with Government Order No. G. 2805-7—G. M. 7-7, dated 19th November 1904 and G. O. No. G. 5047-9—G. M. 142-07-5, dated 26th February 1908, authorising the Superintendent to make small purchases for casual supplies.

14. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. The former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired and then only after the old articles are returned to the Stationery Depot as per Government Order No. G. 25240-300—P. & S. 75-18-4, dated 8th May 1919, and if the article is not available for return, only on being furnished with a certificate in the following form :—

"I certify that I have personally ascertained that the articles have been actually lost or worn out by fair usage or destroyed by excusable accident."

15. It shall be incumbent on indenting officers to see that articles of periodical issue are issued to subordinates, only in exchange for such as have become unserviceable or can be satisfactorily accounted for.

16. All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

17. All old and unserviceable articles should be sold by public auction and the proceeds credited to Government, the particulars being intimated to the Superintendent of Stationery.

18. The Superintendent of Stationery shall give intimation to the officers in Bangalore of the dates on which the supplies will be issued from the Depot.

19. The officers in Bangalore will, on the date fixed for each of them, depute a responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed shall be entered in the authority that may be granted to him by the head of his office to receive the supply. Objections, if any, must be made before the supplies are removed from the Depot. Bottles, boxes, etc., lent for convenience of removal of their contents from the Depot must be returned.

20. In the case of other offices, the Superintendent of Stationery shall advise the officer concerned when and how his supply of stationery and forms has been despatched, noting particularly the address, which shall have been furnished previously, to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the receiving officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

21. On arrival of the supplies, the receiving officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the Invoice in the presence of the receiving officer or of some one appointed by him, who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery Depot regarding the short or excess delivery which should form the subject of separate correspondence.

22. In the unavoidable absence of the Head of the Office, the packages shall be opened by the Sheristedar, Manager or Head Clerk and the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of

23. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery Office on the specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints can only be admitted when preferred within three days of the opening of the case or package. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not), he may intimate the same, mentioning reasons for his opinion with suggestions for future prevention; and in cases of damage in transit, the cause thereof which may be apparent should be communicated.

24. Packing cases such as boxes or gunnies received from the Stationery Depot shall be sold and the proceeds credited to Government under "Stationery Receipts."

25. Whenever the provisions of these rules have not been strictly observed, the officer at fault shall be held responsible for the value of all articles lost or damaged on that account.

26. The stores of Stationery and Forms received from the Stationery Depot should be placed in charge under lock and key of either the Sheristedar, the Head Clerk or the Manager of the Office.

27. Three separate books, Appendices F. and F. 1 and I., one showing the receipts, another showing the issue of stationery and printed forms, and the third showing periodical issues of stationery shall be maintained in each office.

28. Each supply of stationery and forms shall, immediately on receipt, be entered in the receipt book and issues posted into it from the issue register every month regularly.

29. Each item of issue entered in the issue register shall be attested by the clerk taking it. The issues shall be totalled up on the last day of each month and carried to the receipt book and balance struck. The books shall be examined and initialled once a month by the Head of the Office. The balance as shown in the book shall be verified with the actual balance in hand once a quarter by the ministerial head, and annually in July by the Head of the Office when intimating the stock and total of issues to the Superintendent of Stationery.

30. Any wilful wastage or extravagance on the part of the subordinates using stationery which may be apparent to the Sheristedar, Manager or Head Clerk of an office should be brought immediately to the notice of the Head of the Office.

31. The receipt and issue registers maintained in any office may at any time be called for by the Superintendent of Stationery for examination.

32. (*a*) A standing list Appendix G containing the names of all offices to which forms are supplied with number, name and quantities of each form to be supplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list. For the preparation of the standing list in the first instance, the following subsidiary instructions are issued:—

1. The Superintendent of Stationery shall prepare a list on the basis of the average consumption of the previous three years preceding the 30th June 1929-30.

2. Extracts from this list shall be sent to each Head of the Office concerned and also extracts of lists relating to all subordinate offices to the Heads of Departments in other than the Revenue Department and to the Deputy Commissioners in the Revenue Department.

3. The Head of the Office shall, on receipt of the extract, verify his actual requirements with the supplies as calculated by the Superintendent of the Stationery Depot and indicate the quantities shown in excess of requirements and also quantities required in excess of that allowed by the Superintendent. When quantities in excess of the Superintendent's figure are claimed, the data on which such claim is made shall be stated in detail.

4. The extract with this memo of additions and deductions shall be submitted to the Head of the Department or the Deputy Commissioner, as the case may be, who shall scrutinise the same and sanction the final standing list in consultation, if necessary, with the Superintendent of Stationery and communicate it to him and the Head of the Office concerned.

(*b*) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Superintendent of Stationery who shall make the necessary corrections to the standing list, the standard of requirements being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

33. On the 15th July of every year, a list showing the actual quantities consumed in the previous year of each kind of form and register shall be posted to the address of the Superintendent of Stationery.

34. The authorised scale and prescribed forms should not be deviated from, nor should any new forms except departmental ones prescribed by the Heads of Departments under the authority of any rule or regulation in force be introduced without the previous sanction of Government. Heads of Departments should quote such authority in their requisitions.

35. Each form or register to be printed in the Government Press shall be numbered consecutively, and the number once given to a form or register should not be altered as it is by this number that it is known in the Depot and the Government Press.

36. In the case of forms newly introduced under the provision of Rule 34, sample forms of the proper size must accompany the requisition. These will be printed on the kind of paper prescribed therefor in the Appendix. If in any case forms on special paper are required, reasons therefor must be fully specified in the requisition.

37 Every printed form shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a Revenue form would be numbered "Revenue 1—2,000—9-3-03." The number assigned to the form or register shall invariably be quoted in the requisition to the Press.

38. A book file with a sample of each form in use shall be maintained in each office or department of an office by the subordinate in charge of the forms. In this, all modifications of forms ordered from time to time shall be at once noted.

39. All printed forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which, to facilitate identification, shall be labelled with the name and number of the form. Care shall be taken to prevent damage to the forms while in store.

40. All the forms and registers required by indenting officers for their use and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be included in the annual indent alone. Heads of offices shall not indent for forms and registers during the interim on dockets, save under exceptional circumstances, and the Superintendent of Stationery is not bound to comply with such special requisitions without sufficient explanation as to the necessity therefor being furnished by the indenting officer.

41. Old and obsolete forms shall wherever possible be utilised for covers and packing purposes. When such forms cannot be put to any other use, they shall be written off. But when otherwise utilised they shall be entered as stores received under the heading of the paper on which they are printed and issues therefrom posted under that heading.

Examination of Stock.

42. The head of each office shall examine his stock of stationery articles, forms, etc., with the book balance and send a statement in the form laid down in Appendix H to the Superintendent of Stationery on or before the 15th July to enable the Superintendent to regulate the supplies of the year. All modifications in the standing list maintained in his office will, however, be made only under orders passed by competent authority.

43. The value of any deficiencies in stock which have not been accounted for satisfactorily shall be recovered by the head of the office from the person responsible and credited to Government. The Superintendent shall, in all such cases, be furnished with Treasury receipt.

44. Advantage shall be taken of the annual examination of stock to inspect the condition of such articles as the following in the possession of subordinates: —

Ink-stands.
Pen-knives.
Scissors.
Colour boxes.
Rulers, etc.,

and the opinion of the head of the office in regard to these shall be recorded.

45. In the case of broken or missing articles, when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

46. Damaged or surplus stationery articles shall be disposed of in accordance with instructions to be obtained from the Superintendent of Stationery.

47. If it is apprehended that any article will deteriorate before coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

General.

48. When any stationery article or form claimed is more than the quantity annually supplied as per standing list, the Superintendent shall supply the quantities in full provided that the value of such excess does not exceed Rs. 200 and that he considers the reasons given for such excess are satisfactory. If the value of such excess exceeds Rs. 200, the Superintendent must obtain the previous sanction of Government before complying with the requisition.

49. The Superintendent of Stationery shall bring to the notice of Government any serious neglect or breach of these rules.

APPENDIX A.

No. G. 201-60—P. & S. 1-31-1, DATED 8TH JULY 1931.

Articles supplied by the Stationery Office and the Departments for which they are provided (Rule I).

Serial No.	Description of articles	Department for which it is provided	Remarks
1	Imitation Hand-made, 12 lbs. ..	For printing Certificates of the University, sannads, etc.	
2	Tub-size, Cream Wove, highly glazed 28 lbs.	To print letter forms of the Palace, Huzur Secretary, Dewan and Members of Council.	
3	Cream Laid "Original Government" quality, glazed 28 lbs...	Do do	
4	Cordelia Cover Paper (40 and 60 lbs.)	Press for printing covers for Bulletins, Educational books and registers, etc.	
5	Glazed Tinted Cover Paper 40 lbs. ..		
6	M. G. Pressings of different tints, 40 and 60 lbs.		
7	Art cover paper of different tints, 40 and 60 lbs.		
8	White Cartridge, 40 and 45 lbs.	For printing Comptroller's Disbursement Registers, and for examinations for drawing purposes.	
9	Imitation Art Paper, 56 lbs. ..	For printing Educational Books and Illustrations.	
10	Baskerville Note Paper ...	To print Letter Heads and Envelopes for Palace, Huzur Secretary, Dewan and Members of Council.	
11	Do Envelopes		
12	Carrara Note Paper ..	Do do	
13	Do Envelopes		
14	Asoka Blotting paper, 38 lbs. ..	To be supplied for the Palace, Huzur Secretary, Dewan and Members of Council.	
15	Blotting paper, pink, 30 lbs ..	General supply.	
16	Typewriting paper, thick 5 lbs.	Do	
17	Do thin 3 lbs.		
18	Typewriting Carbon papers		
19	Ink Carbon paper		
20	Pencil Carbon paper		
21	M. M. Azure Laid (Conqueror quality) 44 lbs. ..	Press for printing forms and registers.	For records to be preserved for 12 years or more.
22	M. M. Azure Laid (Usual quality) 44 lbs.	Do do	
23	Do do 32 lbs. ..		
24	Do do 26 lbs.		
25	Do do 15 lbs. ...	Supplies to Courts for writing judgment.	
26	Cream Laid Foolscap, Draft 12 lbs.	General supply.	
27	Cream Laid Foolscap, Draft 12 lbs.	Supplies to be made for the Local Examinations.	
28	Printing Single Royal 23 lbs.	Press for printing registers and forms and blank books.	
29	Do Double Demy 36 lbs.		
30	Do do Crown 30 lbs.		
31	Do do Foolscap 20 lbs.		
32	Do do do 16 lbs.		
33	Printing Double Foolscap (Rough) 14 lbs... ..	For printing Gazette.	
34	Brown Cartridge, Super Royal 30 lbs. .. .	General supply for covers and packing.	
35	Do do 20 lbs. ..	Press for printing forms and registers.	
36	Badamy Royal, 16 lbs. ..	Press for printing forms.	
37	Do Demy, 14 lbs. ..	General supply.	
38	Do Double Foolscap 16 lbs.	Press for printing forms.	
39	Do Cartridge 48 lbs.	Press for printing facing sheets of Files for Secretariats.	
40	Do do Foolscap 25 lbs.		
41	Colour papers, 20 lbs. ..	Press for printing P. W. forms, Forest Receipt books, etc.	

APPENDIX A.—*continued.*

Serial No.	Description of articles	Department for which it is provided	Remarks
42	Drawing paper, Double Elephant.	Public Works, Railways and Other Departments where necessary.	
43	Drawing paper, Imperial		
44	Section paper, Demy		
45	Tracing paper		
46	Graph paper ..		
47	Marble paper, Royal ..	Press for covers to blank books and registers.	
48	Featherweight paper, white, 20 lbs.	For special Book works.	
	STATIONERY ARTICLES.		
49	Steel Pen Nibs ...	General supply.	
50	Pen holders ..	Do	
51	Needles ..		
52	White tape, English		
53	Red tape do		
54	Blue tape, woollen ...	Palace, Huzur Secretary, Dewan and Members of Council.	
55	Thabalak thread ..	General supply.	
56	Thread white	Do	
57	Blue Black Ink powder		
58	Red Ink powder		
59	Black Lead pencils		
60	Copying pencils ..	Secretariat and other Heads of Departments for drawing purposes.	
61	Coloured pencils, red and blue..	For Gazetted Officers.	
62	Blotting pads ..	Do	Once in two year
63	India Rubber	General supply.	
64	Pen-knives	For Gazetted Officers.	Once in four year
65	Scissors	General supply.	Do
66	Green baize	For Gazetted Officers.	Do
67	Candles	General supply.	
68	Ink Glasses, metal cap	Do	
69	Candle Sticks	Do	Will be issued at the rate of one per Head of Office and one for every full set of five clerks subject to a maximum of four candle shades for any one Office.
70	Round Ink Stands with two porcelain ink wells ..	For Gazetted Officers.	
71	Round wooden baselets with Ink pots and glass	General supply.	
72	Rulers ..	Do	
73	Finger Printing Apparatus ...		
74	Ribbons ..		
75	Paper weights . ..	Heads of Offices.	
76	Cotton tags	Secretariats and Heads of Departments.	One bottle per annum
77	Liquid Gum Bottles ..	Do	
78	Gloy or Grip Fix Gum bottles ..	Do	
79	Long cloth	Press and Survey Departments for mounting maps.	
80	Sheep skin	Press for binding books.	
81	Cloth centred paper ..	For preparing File boards.	
82	Straw boards	For Press and Secretariat.	
83	Paste do ..	Press.	
84	Card do ..		
85	Ivory do . ..		
86	Color do ..		
87	Club cloth-lined boards		
88	Ivory cards, double large	Press for printing special Invitation cards.	
89	Envelopes Do		
90	Blue Black Ink jars .	Secretariats and Heads of Departments.	
91	Cloth-lined paper ...	Press.	
92	Envelopes. Demy		
93			
94			

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APPENDIX A.—*concld.*

Serial No.	Description of articles	Department for which it is provided
95	Crow Steel pens	Public Works, Railways and other Dep ments where necessary.
96	Mapping pens ..	
97	Ink and pencil erasers	
98	Metallic Note-book	
99	Sponges ...	Public Works, Railways, Archæologi Stamp, Survey and Press Departme
100	Tracing cloth ..	
101	Drawing pencils	Public Works, Railways and other Dep ments where necessary.
102	Drawing pins ..	
103	Artists' Glasses .	
104	Sable Hair Brushes	
105	Stencil Brushes	
106	Country Tape, white	Press for preparing File boards.
107	Do red	
108	Crimson Lake ..	Public Works, Railways and other Dep ments where necessary.
109	Emerald green ..	
110	Gamboge ...	
111	Indian Ink ..	
112	Litho Ink, fine ..	
113	Prussian Blue ..	
114	Burnt Sienna ...	
115	Cobalt ..	
116	Light red ..	
117	Neutral tint ...	
118	Vermilion ...	
119	Yellow ochre ..	
120	Stencil Ink ..	
121	Brown Ochre ...	
122	Blue Royal ...	
123	Burnt Umber ...	
124	Carmine ..	
125	Carmine Lake ..	
126	French ultra marine	
127	Flake white ..	
128	Indigo ...	
129	Indian red ..	
130	Lake (moist) ...	
131	Lamp Black (moist)	
132	Madder ..	
133	Orange ..	
134	Purple ..	
135	Raw Sienna ...	
136	Sepia ..	
137	Scarlet lake ..	
138	Venetian red ..	
139	First quality Memorandum ..	General Supp
140	Second do ...	Do
141	First quality Notepaper ...	
142	Second do ...	
143	Combined Envelopes ..	
144	"From" Register ..	
145	"To" Register ...	
146	Order Book of 2 qrs. ..	
147	Quarto Book ..	
148	Octavo Book ..	
149	Stationery Issue Register	
150	Do Receipt do	
151	Forms Issue Register ..	
152	Do Receipt do	
153	File Book ..	
154	Paper fasteners ...	Secretariats and Heads of Departments.
155	Ivory Paper Cutter	Do
156	Erasing Knives ..	Heads of Departments.
157	Pen rests ..	Heads of Offices.
158	Saucers ..	Public Works, Railways and other Depart ments where necessary.

No. G. 201-60—P. & S. 1-31-1, DATED 8TH JULY 1931.

APPENDIX B.

List of officers entitled to obtain Forms and Stationery free of charge.
(Rule IV.)

I. GENERAL ADMINISTRATION.

General and Revenue Secretariat.
1 Public Works Secretariat.
1 Krishnarajasagara Secretariat.

II. REVENUE.

1 Revenue Commissioner.
8 Deputy Commissioners of Districts.
23 Revenue Assistant Commissioners and Sub-Division Officers.
76 Amildars and Deputy Amildars of Taluks and Sub-Taluks.
1 Muzrai Commissioner.

III. JUDICIAL.

1 Registrar, High Court of Mysore, Bangalore.
4 District and Sessions Judges.
8 District Magistrates.
5 Subordinate Judges.
2 City Magistrates.
1 Special Magistrate, Kolar Gold Fields.
41 Munsiffs.
1 Government Advocate.
3 Public Prosecutors.
17 Special Second Class Magistrates
12 Special First Class Magistrates.
46 Benches of Honorary Magistrates.

IV. JAILS.

1 Inspector-General of Prisons.
2 Superintendents of Jails.
8 Officers (District Magistrates) in Charge of Lock-ups.

V. POLICE.

1 Inspector-General of Police.
21 District Superintendents of Police and Assistant Superintendents of Police including Railways and C. I. D.
1 Special Superintendent of Police, Kolar Gold Fields.
1 Principal in charge of Police Training School.

VI. SURVEY.

1 Superintendent, Mysore Revenue Survey and Settlements.
7 Assistant Superintendent and Sub-Assistant Superintendents of Revenue Survey.
1 Superintendent, Mysore Revenue Survey, Record of Rights.
8 District Survey Officers.

No. G. 201-60—P. & S. 1-31-1, DATED 8TH JULY 1931.

VII. ACCOUNTS.

1 Comptroller.
1 Officer in Charge of the State Huzur Treasury, Bangalore.
8 Treasury Officers.

VIII. PALACE.

1 Private Secretary to His Highness the Maharaja of Mysore.
1 Huzur Secretary to His Highness the Maharaja of Mysore.
1 Private Secretary to His Highness the Yuvaraja of Mysore.
1 Durbar Surgeon.
1 Superintendent, Fern Hill Palace.

IX. PUBLIC WORKS.

1 Chief Engineer of Mysore, Bangalore.
1 Chief Engineer, Krishnarajasagara Works, Bangalore.
3 Superintending Engineers.
20 Executive Engineers.

X. FOREST.

1 Chief Conservator of Forests in Mysore, Bangalore.
1 Conservator of Forests, Shimoga.
10 District Forest Officers.
8 Forest Sub-Division Officers.
1 Working Plan Officer, Bangalore.
1 Veterinary Inspector, Forest Department, Bangalore and Mysore.
1 Special Forest Officer, Bhadravati.
1 Officer in Charge of Creosoting Plant, Bhadravati.
1 Do Minor Forest Scheme.
1 Do Forest Surveys.
1 Officer in Charge of Game and Tiger Preserves.
1 Do Lac Cultivation.
1 Sandal Spike Investigation Officer.
1 Sub-Assistant Conservator of Forests on Special Duty in connection with Balagi Poles, Shimoga.
1 Officer in Charge of Elephants.
1 Officer in Charge of Sandal Valuation Survey, Sagar and Shimoga.
1 Officer in Charge of Sandal Valuation Survey, Arsikere.

XI. EXCISE.

1 Excise Commissioner in Mysore, Bangalore.
5 District Excise Officers.
9 Assistant Commissioners, Excise Branch.

XII. STAMPS.

1 Commissioner of Stamps in Mysore, Bangalore.
1 Superintendent of Stamps in Mysore, Bangalore.
1 Superintendent of Stamp Manufactory, Bangalore.

XIII. MEDICAL AND HEALTH.

1 Senior Surgeon in Mysore, Bangalore.
1 Director of Health in Mysore, Bangalore.
1 Consultant in Health, Bangalore.
1 Sanitary Engineer, Bangalore.

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1 Superintendent, Government Medical Stores, Bangalore.
1 Superintendent, Mental Hospital, Bangalore.
1 Medical Officer in charge of Victoria Hospital, Bangalore.
1 Medical Officer in Charge of Krishnarajendra Hospital, Mysore.
8 District Medical Officers.
1 District Medical Officer, Kolar Gold Fields.
1 Superintendent, Vaccine Institute, Bangalore.
1 Lady Medical Officer, Vani Vilas Hospital, Mysore.
1 Lady Medical Officer in Charge of Maternity Hospital, Bangalore.
1 Lady Medical Officer in Charge of Maternity Hospital, Robertsonpet, Kolar Gold Fields.
1 Superintendent, Minto Ophthalmic Hospital, Bangalore.
1 Chemical Examiner to Government, Bangalore.
2 Medical Officers in Charge of Jails, Bangalore and Mysore.
8 District Sanitary Officers, Vaccination Department.
2 District Health Officers, Shimoga and Mysore.
1 Medical Officer, Princess Krishnajammanni Tuberculosis Sanatorium, Mysore.
3 Medical Officers, E. D. Hospitals, Bangalore, Mysore and Kolar Gold Fields.
1 Medical Inspector of Girls' Schools, Bangalore.
1 Medical Officer, Mysore Troops Station Hospital, Bangalore.
1 Medical Inspector of Schools, Mysore.
1 Superintendent, Public Health Institute, Bangalore.
1 Medical Inspector of Government Schools, Chamrajpet.
1 Health Officer in Charge of Malaria and Rural Health Unit, Mandya.
1 Technical Officer, Vital Statistics.

XIV EDUCATION.

1 Director of Public Instruction in Mysore, Bangalore.
1 Financial Assistant to the Director of Public Instruction, Bangalore.
2 Deputy Directors of Public Instruction, Bangalore and Mysore.
1 Principal, Ayurvedic College, Mysore.
8 Head Masters, District Normal Schools.
31 Assistant Inspectors of Education.
20 Head Masters of High Schools.
1 Principal, Government Training College, Mysore.
8 District Educational Officers.
2 Head Masters, Government Commercial Schools, Bangalore and Mysore.
5 Superintendents, Government Industrial Schools.
7 Assistant Inspectors of Urdu Education.
1 Assistant Inspector of Kannada Education, Bangalore.
1 Inspectress of Girls' Schools, Shimoga and Kolar.
1 Superintendent, School of Engineering, Bangalore.
2 Principals, Sanskrit College, Bangalore and Chamarajendra Sanskrit College, Mysore.
1 Head Mistress, Vani Vilas Institute, Bangalore.
2 District Inspectors of Urdu Education.
1 Assistant Inspector of Sanskrit Schools.
1 Head Mistress, Maharani's High School, Mysore.
3 Assistant Inspectresses of Kannada Girls' Schools, Mysore, Hassan and Tumkur.
1 Assistant Inspectress of Hindustani Girls' Schools, Mysore.
1 Medical Inspector of Primary Schools, Bangalore and Mysore.
1 Assistant Inspectress of Girls' Schools, Shimoga and Kadur.
1 Superintendent, Women's Training College, Mysore.

1 Superintendent, Sanskrit Schools, Bangalore.
1 Secretary, Board of Sanskrit Studies and Examinations, Mysor
1 Secretary, Local Examinations Boards, Bangalore.
1 Curator, Government Book Depot, Bangalore.

XV. GEOLOGICAL.

1 Director, Department of Geology.
1 Chief Inspector of Mines in Mysore, Oorgaum.

XVI. REGISTRATION.

1 Inspector-General of Registration in Mysore, Bangalore.
8 District Registrars.

XVII. INDUSTRIES AND COMMERCE.

1 Director of Industries and Commerce in Mysore, Bangalore.
4 Superintendents of Industries and Commerce.
1 Superintendent, Government Weaving Factory, Dodballapur.
1 District Weaving Demonstrator, Mysore.

XVIII. CO-OPERATIVE SOCIETIES.

1 Registrar of Co-operative Societies in Mysore, Bangalore.
1 Deputy Registrar of Co-operative Societies, Bangalore.
6 Assistant Registrars of Co-operative Societies.

XIX. INCOME-TAX DEPARTMENT.

1 Commissioner of Income-Tax in Mysore, Bangalore.
9 Deputy Commissioners of Income-Tax.
23 Income-Tax Officers.

XX. AGRICULTURE.

1 Director of Agriculture, Bangalore.
2 Assistant Directors of Agriculture, Tumkur and Mysore.
2 Deputy Directors of Agriculture, Shimoga and Chikmagalur.
1 Economic Botanist, Department of Agriculture, Bangalore.
1 Agricultural Chemist, Bangalore.
1 Agricultural Engineer, Bangalore.
1 Vice-Principal in charge of Hebbal Farm, Bangalore.
1 Vice-Principal in charge of Agricultural School, Bangalore.
1 Entomologist, Department of Agriculture, Bangalore.
1 Mycologist, Department of Agriculture, Bangalore.
1 Officer in charge of the Live Stock Section, Bangalore.

XXI. METEOROLOGICAL.

1 Meteorological Reporter to Government, Bangalore.
7 Meteorological Observers.

XXII. SERICULTURE.

1 Superintendent of Sericulture in Mysore, Mysore.

XXIII. GOVERNMENT GARDENS.

1 Director of Horticulture, Bangalore.
1 Superintendent, Government Gardens, Bangalore.

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XXIV. AMRIT MAHAL.

1 Superintendent, Amrit Mahal Department. Bangalore.

XXV. VETERINARY DEPARTMENT.

1 Superintendent, Civil Veterinary Department, Bangalore.
1 Officer in Charge of Serum Institute, Bangalore.
2 Assistant Veterinary Superintendents, Mysore and Tumkur.
All Veterinary Dispensaries.

XXVI. MILITARY DEPARTMENT.

1 Chief Commandant, Mysore State Troops, Bangalore.
1 Commandant, Mysore Transport Corps, Bangalore.
1 Superintendent, Hessaraghatta Grass Farm, Hessaraghatta.
1 Financial Assistant to Chief Commandant, Bangalore.
1 Superintendent, Government Stud Farm, Kunigal.

XXVII. REPRESENTATIVE ASSEMBLY AND LEGISLATIVE COUNCIL, BANGALORE.

1 Secretary, Representative Assembly and Legislative Council, Bangalore.

XXVIII. JOINT STOCK COMPANIES.

1 Registrar of Joint Stock Companies, Bangalore.

XXIX. MUSEUM.

1 Superintendent, Government Museum, Bangalore.

XXX. MISCELLANEOUS.

1 Superintendent, Government Printing, Bangalore.
1 Superintendent, Government Stationery, Bangalore.
1 Assistant Superintendent, Government Branch Press, Mysore.
1 Secretary to the Board of Management, Mysore Local Service and Plead Examinations, Bangalore.
1 Special Land Acquisition Officer, Krishnarajasagara.
1 Superintendent, Government Soap Factory, Bangalore.
2 Directors, Sandal Oil Factories, Bangalore and Mysore.
1 Kannada Translator to Government, Bangalore.
1 Organising Commissioner, Boy Scouts, Bangalore.
1 Assistant Organising Commissioner, Boy Scouts, Bangalore and Mysore.
1 Secretary, Stores Purchase Committee, Bangalore.
1 Secretary, Board of Industries and Commerce.
1 Secretary, Board of Agriculture.
1 Secretary, Board of Education.
1 Superintendent, Government Chrome Mines, Byrapur.
1 Secretary, Exhibition Committee, Bangalore.
1 Publicity Officer, Bangalore.
1 Commissioner of Workmen's Compensation, Bangalore.
1 Consulting Architect, Bangalore.
1 Census Superintendent in Mysore, Bangalore.
1 Director of Archæological Researches in Mysore, Mysore.

No. G. 201-60—P. & S. 1-31-1, dated 8th July 1931.

APPENDIX C.

List of Officers and Offices entitled to obtain stationery on payment (Rule V), (Book Adjustment).

1.	Mysore University	For printing work done or stationery supplied.
2.	Office of the Mysore State Life Insurance	Do
3.	The Electrical Department ...	Do
4	Mysore Railways .. .	Do
5.	All Factories and Workshops of the Industries and Commerce Department. ..	Do
6.	The Bhadravati Iron Works ..	Do

Miscellaneous offices like:—

7.	The Public Libraries of Bangalore and Mysore. ..	For stationery supplied
8.	The Seed Depot of the Government Gardens Department. ..	For Printing and Stationery
9.	Agricultural Department ..	Agricultural Calendar and special bulletins and pamphlets printed.
10.	Education Department	For text-books printed and stationery supplied for Local Examinations.
11.	Local Boards and Municipalities and such other offices and institutions as may be specially included.	When they send any printed work.
12.	Military	

(G. O. No. G. 6367-89—P. & S. 65-23-3, dated the 14th February 1925.)

No. G. 201-60—P. & S. 1-31-1, DATED 8TH JULY 1931.

APPENDIX D.

(REFERRED TO IN RULE IX.)

Standing list of all offices to which stationery articles are supplied with names and quantities of each article to be supplied.

RULE No. 9 (*a*).—A standing list containing names of all offices to which Stationery is supplied with names and quantities of each article of Stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list.

OFFICE OF.....

Number of Gazetted Officers.....
Number of clerks using stationery as per details below. } Clerks..... Accountants..... Mutchis.....
Details of sanctioned establishment.
The route and mode of carriage
Direction to be marked on cases
To the
of
at
care of
To be forwarded by

No.	NAME OF ARTICLE	Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3			Quantity supplied by the Depot			REMARKS. NOTE.—Explanation of t usually large demands, variations in the consumption shown, etc., should be here given.
	(1) Articles supplied on the average of the past two years' consumption.							
	SUPERIOR PAPERS.	Rms.	Q.	S	Rms.	Q.	S.	
1	Machine-made Foolscap ..							
2	Typewriting paper, thick ..							
3	Do thin ..							
4	Carbon paper ..							
5	1st quality Memorandum ..							
6	2nd do do ...							
7	1st quality note paper ..							
8	2nd do do ..							
9	Combined envelopes ..							
	ORDINARY PAPERS.							
10	Cream wove F.'cap. 10 lbs. ..							
11	Blotting paper .							
	PAPERS FOR COVERS AND PACKETS.							
12	Brown Cartridge ..							
13	Badami Demy ...							
	BLANK BOOKS.	Number						
14	"From" Registers, English ...							
15	"To" do do ...							
16	Order Book ...							
17	Acquittance Book ..							
18	Quarto 1 qr. ..							
19	Octavo ½ ,, ...							
20	Stationery Issue Register							
21	Do Receipt do							
22	Forms Issues Register							
23	Do Receipt do							
24	Do I.							
25	File Book							

No. G. 201-60—P. & S. 1-31-1, dated 8th July 1931.

Appendix D.—*concld.*

No.	NAME OF ARTICLE		Opening balance of the official year in which the indent is submitted. This column should not include figures of column 3	Quantity supplied by the Depot	REMARKS. NOTE.—Explanation of unusually large demands than the average consumption shown, etc., should be here given
	SUNDRY ARTICLES.		Number	Numbe	
26	Needles	..			
27	Tape, white	Skeins			
28	Thread, white	Reels			
29	Seal'ng-wax	Sticks			
30	Candles	No.			
	(2) Articles supplied according to Fixed Scale.				
31	Steel-pen Nibs	No.			
32	Do Holders	,,			
33	Blank Ink Powder	Packs			
34	Red do	do			
35	Black Lead Pencils	No.			
36	Colored do	,			
	(3) Articles supplied once for all and which can only be renewed after the lapse of the minimum period they are required to last.				(a) Here enter certificate required under the Officer's signature. *Vide* instructions at the back.
37	Blotting pads	No.			
38	India rubber	,,			
39	Pen-knives	,,			
40	Scissors	,,			
41	Green baize	Yds.			
42	Ink-glasses	No.			
43	Screw-top Ink-glasses	,,			
44	Candle-sticks	,,			
45	Ebony Ink-stands	,,			
46	Wooden Ink-stands	,,			
47	Rulers, round	,,			
48	Finger printing apparatus	,,			
49	T. W. Ribbons, Remington	,,			
	Do Oliver	,,			
	Do Underwood	,,			
	Do L. C. Smith	,,			
	Do Portable	,,			

I certify that I examined the stock of stationery articles, printed forms and drawing and mathematical instruments, etc., on the 193 and found the same correct according to the book balance (except in the case of articles shown in the accompanying statement).

Station..... .....

Date..... ..... *Signature and designation of the Head of the Office.*

Signature of the Indenting Officer.

Issue stationery passed in column No. 10.

Superintendent of Stationery.

Issued stationery accordingly as per column No. 11.

Supervisor.

Storekeeper.

The articles detailed in column No. 11 have been examined and received in good condition from the Stationery Depot on this the.....day of.....19

Signature and designation of the Officer receiving stationery.

No. G. 201-60—P. & S. 1-31-1, DATED 8TH JULY 1931.

APPENDIX D I.

(RULE IX.)

Standing list of the Offices of Amildars to which Stationery articles are supplied with names and quantities of each article to be supplied.

RULE No. 9 (*a*).—A standing list containing names of all offices to which Stationery is supplied with names and quantities of each article of Stationery to be supplied shall be maintained in the Stationery Depot and the annual supplies shall be made in accordance with this list.

OFFICE OF THE AMILDAR OF.....TALUK.

Date despatched... .....

No. of Gazetted Officers.. No. of clerks using stationery as per details below ..... Details of sanctioned establishment.

The route* and mode of carriage to be specified—Direction to be marked on cases To the..... ..... of..... ..... at. .... care of..... ..... to be forwarded by..... *Here distinctly state the nearest Railway Station to destination.

No.	Particulars		Quantity supplied by the Stationery Office			Remarks. NOTE.—Explanation of unusually large demands, variations in the consumption shown, etc., should be here given.
				Rms.	Q.	S.
1	Blue laid Foolscap	..				
2	Cream-wove Foolscap ..	..				
3	Blotting paper	..				
4	Brown Cartridge	..				
5	Badamy Demy	..				
6	Pen carbon	..				
7	Pencil carbon	..				
8	Receipt Book for Stationery ..	..				
9	Issue Book for Stationery ..	..				
10	Receipt Book for Forms ..	..				
11	Issue Book for Forms ..	..				
12	Needles	..	No.			
13	Thread	...	lb.			
14	Thread, white ..	..	No.			
15	Sealing wax	..	Seers			
16	Steel-pen nibs	..	No.			
17	Holders	..	No			
18	Blue black ink powder ..		packs.			
19	Red ink do ..		,,			
20	Black lead pencils		No.			
				Date of last supply.		
21	Green baize	..	yds.			
22	Ink glasses	..	No.			
23	Pen-knife	..	No.			
24	Scissors	..	No.			
25	Wooden Ink-stand ..		No.			
26	Rulers	..	No.			

I certify that I examined the stock of Stationery articles, etc., on the.....

.....and found the same correct according to the book balance.

Dated..... .....

Station.. .....

Countersigned by—

Deputy Commissioner.....

Signature of the Indenting Officer

...District.

Issue Stationery passed in column 10.

Issued Stationery accordingly as per column 11.

Superintendent of Stationery. *Supervisor.* *per.*

No. G. 201-60—P.& S. 1-31-1, DATED 8TH JULY 1931.

APPENDIX E.

(RULE XIV.)

List of stationery articles issued according to a fixed scale and for stated periods for all Offices.

PER ANNUM.

	Black lead pencils	Colored pencils	Black ink powder	Red ink powder	Pen holders
	2	3	4	5	6
Heads of Offices	4	2	3 packets to each man	1 packet to each man	2
Managers etc., Auditors and Accountants	3	..			2
Clerks	3	..			2
Mutchies	2	..			1

N.B.—Black and red ink powders shall not be issued to each individual, but the required ink will be prepared by office mutchies and served out.

PER MONTH.

	Nibs	Blotting paper
1	2	3
Gazetted Officer	6	2 sheets
Managers, etc., Accountants and Clerks	4	1 ,,
Mutchies	3	1 ,,

N.B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as far as practicable.

PERIODICALS ISSUED AT STATED INTERVALS.

Articles	Minimum number of years for which the articles are issued	Scale
1	2	3
Blotting pad ..	1 year ...	1 for each Gazetted Officer.
India rubber piece ...	2 Years ..	1 per man.
Pen-knives* ..	4 ,, ..	1 for each Gazetted Officer.
Scissors ..	4 ,, ..	1 for each Officer.
Green baize ..	4 ,, ..	2 yards for Gazetted Officer.
Ink glasses ..	5 ,, ..	2 per man.
Screw top Ink glasses† ..	5 ,, ..	2 for Gazetted Officers with touring works.
Candle-stand with globe ..	4 ,, ..	4 (maximum) per office.
Rulers	Once for all ..	1 for every six clerks.
Wooden ink stands ...	,, ..	1 for each official.
Pen-racks	,, ..	1 for head of office.
Paper weights	,, ..	2 do

*Four pairs to Secretariats, Chief Court, Comptroller and other officers having several officers.

†This class of articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be return to Stationery for exchange fo. new ones as required by G. O. No. G. 25240-300—P. & S. 75-18-4 of 8th May 1919.

No. G. 201-60—P. & S. 1-31-1, DATED 8TH JULY 1931.

APPENDIX E I.

(RULE XIV.)

List of Stationery Articles issued according to a Fixed Scale and for stated periods for Amildars, Offices.

Per Annum.

	Black lead pencils	Black ink powder	Red ink powder	Pen holders
Officer	4	3 packets to each man.	One packet to each man.	2
Managers, Auditors and Accountants ..	3			2
Clerks	3			2
Mutchies	2			1

N.B.—Black and Red ink powders shall not be issued to each individual, but the required ink will be prepared by office Mutchies and served out.

Per Month.

	Nibs	Blotting
Officer	6	2 sheets
Managers, Accountants and Clerks	4	1 sheet
Mutchies	3	1 sheet

N.B.—The above annual and monthly articles will be supplied only according to the prescribed scale and while the scale should not be exceeded in issuing them, economy is expected to be effected as far as practicable.

Perlodicals* (For the Amildar only).

**(*Vide G. O. No. G. 6676-86—P. & S. 1-27-42 of 15th December 1927.*)*

Articles	Minimum number of years for which the articles are issued	Scale
Green baize	6 years	Two yards
Ink glasses	6 years	Two
Pen-knife	4 years	One
Scissors	4 years	One pair
Wooden Ink-stand ..	Once for all	One
Rulers	Do	One for every six men

N.B.—The articles shall not be issued until after the period for which they are required to last has expired.

All such articles as are lost or broken must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

All old and unserviceable articles should be returned to the Stationery Depot for exchange of new ones as required by G. O. No. G. 2524-300—P. & S. 75-18-4 of 8th May 1919.

No. G. 261-60—P. & S. 1-31-1, DATED 8TH JULY 1931.

APPENDIX F.

(Rule XXVII.)

GENERAL STORE ACCOUNT BOOK OF STATIONERY AND FORMS OF THE OFFICE OF....
DURING THE YEAR 19 . 19 .

Instructions for the up-keep of the General Store Account Book of Stationery and Forms.

1. The General Store Account Book should show all receipts, namely, the Stationery and Forms received from the Depot, by local purchase, and that returned to stores by an office or offices, and also the monthly issues and balances in the following manner:—

2. The receipts will be posted up whenever they are received and added to the balance at the end of each month ; the monthly totals of issues will be posted underneath the next receipts and the balances thus ascertained monthly. At the end of the year, an abstract showing the net receipts, issues and balances of the year will be shown at the foot of the General Store Account Book. The balance at the end of the year will form the opening balances of the ensuing year.

Date	Receipts, Issues and Balances	Writing paper								Paper for drafting purposes		
		1 Royal	2 Medium	3 Demy	7 Cream laid quarto post.	8 Cream laid note	15 Foolscap, hand-made	28 Foolscap, machine-made		25 Cream wove Foolscap, 10 lbs.	26 Cream wove Foolscap, 14 lbs.	
	Opening Balance	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.

		Paper for Drafting purposes					Miscellaneous paper																					Blank books of writing paper						
		27 Blotting paper	28 Brown Cartridge	30 Badamy Demy 16 lbs.	29 Printing Royal	41 Printing Demy																					48			Foolscap 2 qrs.		From Register	To Register	Index		
		R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	No.	No.	No.	No.	No.	No.	No.	No.

Miscellaneous articles

		Quarto Books	Octavo Books	Stationery Issue Book	Stationery Receipt Book	File Books	Pasta Boards	Needles	White Tape	Bengal Twine	Thread white	Thread coloured	Cloth lined paper	Sealing wax	Candles	D. O. Covers	Liquid gum bottles	Glass gum pot	Spare brushes	Paper fasteners	Paper cutters	Cotton tags	Steel pen nibs	Steel holders	Black Ink powder	Red Ink powder	Blue black ink bottles	Black lead pencils	Coloured pencils	Blotting Pad	Rubber	Strops	Pen-knives	Scissors	Green baize	Glass ink bottles	Screw top ink bottles	Candle sticks	Ebony ink stands	Wooden ink stands	Rulers (round)
		No.	No.	No.	No.	No.	No.	No.	Skn.	Skn.	No.	No.	Yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pks.	Pks.	No.	No.	No.	No.	No.	No.	No.	Pks.	No.	No.	No.	No.	No.	No.

Miscellaneous articles | Drawing materials

		Paper weights	Pen rests	Finger Printing apparatus																																						
		No.	No.	No.																																						

No. G. 291-60—P. & S. 1-31-1, DATED 8TH JULY 1931.

APPENDIX F I.

(Rule XXVII.)

ACCOUNT BOOK OF THE ISSUE OF STATIONERY AND FORMS IN THE OFFICE OF..... DURING THE YEAR 19 —19

Instructions for the Issue of Stationery and Forms and for the up-keep of the Account Book of such issues.

As a precautionary measure, the officials receiving articles will draw a line in red ink through the blank spaces opposite their names.

2. The daily expenditure of Stationery and Forms, as entered by each official who receives the articles, must be totalled monthly, and a progressive total thereof extended until the end of the year. The monthly totals will, on the 1st of the succeeding month, be carried into the General Store Account Book, to be dealt with in the manner therein prescribed.

To whom issued	Signature of recipient	Writing paper							Paper for Drafting purposes						
		1 Royal	2 Medium	3 Demy	7 Quarto Post, cream laid	8 Note, cream laid	15 Foolscap, hand-made	22 Foolscap, machine-made	25 Cream wove Foolscap, 10 lbs.	26 Cream wove Foolscap, 8 lbs.	27 Blotting paper, 32 lbs.	28 Brown Cartridge, 45 lbs.	30 Badamy Demy, 16 lbs.	39 Printing Royal, 25 lbs.	41 Printing Demy, 18 lbs.
		R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.

Paper for drafting purposes	Miscellaneous paper								Blank books of writing paper				Blank Books of printing paper									
R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	R. Q. S.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.

Miscellaneous articles.

Sk.	No.	No.	yds.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	Pks.	Pks.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.
Bengal Twir	Thread, White	Thread, coloured	Cloth-lined paper	Sealing wax	Candles	D. O. Covers	Liquid gum bottles	Glass gum pot	Spare brushes	Paper fasteners	Paper cutters	Cotton tape	Steel pen nibs	Steel holders	Black ink powder	Red ink powder	Blue black ink bottles	Black lead pencils	Colored pencils	Blotting pad	Rubber	Pen-knives	Scissors	Green baize	Glass ink bottles	Screw-top ink bottles	Seals		

Drawing materials

o.		Ebony Ink stands	Wooden Ink stands	Rulers, round	Paper weights	Pen rests	Finger Printing apparatus																						
		No.	No.	No.	No.	No.	No.																						

APPENDIX G.

(RULE XXIII.)

Standing list of the office of.....to which printed Forms and Registers are supplied with number, name and quantity of each Form or Register to be supplied.

RULE No. 32 (*a*).—A standing list containing the ames of all offices to which forms are supplied with number, name and quantities of each form to be suplied shall be maintained in the Stationery Depot and annual supplies shall be made in accordance with this list.

Office of .....

Serial number of the Indent	Serial number of the Form	Name of Form	Quantity to be supplied by the Superintendent	The route and mode of carriage. Description to be marked on cases. To the..... of..... at..... care of..... to be forwarded by..... REMARKS. NOTE.—Explanation of unusually large demands, variation in the consumption shown, etc., should be here given.
1	2	3	4	5

No. G 201-60—P. & S.1-31-1, DATED 8TH JULY 1931.

APPENDIX H.

(REFERRED TO IN RULE XLII.)

Statement showing the book balance of stationery and Forms on examination of stock on 193

Articles	Balance as per book	Actually found in stock	Excess	Deficiency	Remarks accounting for the difference
1		3	4	5	6

STATION..... }
Date..... }

Signature and Designation

APPENDIX I.

(REFERRED TO IN RULE XXVII.)

Register showing Periodical Issues of stationery articles.

Date of issue	To whom issued	Rubber	Pen-knives	Ink glasses	Screw top ink glasses	Green baize	Scissors	Candle sticks	Rulers	Ebony Inkstands	Wooden Inkstands	Paper weights	Pen rests